

AGENDA

AGENDA OF THE REGULAR SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, TO BE HELD ON TUESDAY, MAY 3, 2016, AT 7:00 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY _____ AT _____.

ROLL CALL

COUNCIL

Councilmember Eugene Conners, Ward I Excused
Councilmember Joan Hansen, Ward II
Councilmember Shirley Doughty, Ward III
Mayor Ronald Oertle
Councilmember Anna Cline, Ward III, Mayor Pro Tempore
Councilmember Douglas Dunn, Ward II
Councilmember Serena Sullivan, Ward I

STAFF

Jestin Johnson, City Manager
Ashlee Coronado, City Clerk
Sharon Buono, Finance Director
Albert Echave, Police Chief
Marc Burneleit, Fire Chief
Andy Haratyk, Public Works Director

CITY ATTORNEY

Britt Hanson

INVOCATION: A Moment of Silence

PLEDGE OF ALLEGIANCE

MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

- Service Award
- National Day of Prayer Proclamation
- National Food Drive Day

CALL TO THE PUBLIC

"During the proper time on the agenda, taxpayers or residents of the city, or their authorized representatives, may address the council on any matter concerning the City's business or any matter over which the council has control (oral presentations shall not be repetitious and shall be confined to 3 minutes maximum duration.)" Ordinance O-91-29.

THE FOLLOWING ITEMS WILL BE DISCUSSED, CONSIDERED AND/OR DECIDED UPON AT THIS MEETING:

GENERAL BUSINESS:

1. ACCOUNTS PAYABLE: Subject to availability of funds.
2. Approval of the Consent Agenda

- A. Appointment of Karen Schumacher to the Bisbee Arts Commission.
Ashlee Coronado, City Clerk
- B. Approval of the Extension of the Park, Facility and Right of Way Use Permit for the Bisbee Farmers Market for the Use of Lower Vista Every Saturday to begin on May 7, 2016 through December 31, 2016.
Ashlee Coronado, City Clerk
- C. Approval of a Special Event Liquor License Application submitted by the Douglas Arts & Humanities Association Inc., for an Event to be held at the Courtyard, 18 Brewery Avenue, Bisbee, AZ on Thursday, June 2, 2016 from 5:30PM to 10:00PM; Matthew Cook, Applicant.
Ashlee Coronado, City Clerk

OLD BUSINESS**NEW BUSINESS**

- 3. Presentation of a Check from the Bisbee Foundation Evergreen Cemetery Endowment to the City of Bisbee for Design and Printing of an Evergreen Cemetery Visitor Brochure.
Ronald Oertle, Mayor
- 4. Discussion and Possible Approval of the Recommendation from Shar Porier, Bisbee Arts Commission Liaison to City Council to Fund 8 Grant Applications totaling \$5,000 from the Bisbee Arts Commission Fund.
Shar Porier, Program/Grants Administrator
- 5. Discussion and Possible Approval for an Intragovernmental Agreement with Cochise County for Planning Services.
Britt Hanson, City Attorney
- 6. Discussion and Possible Approval to Enter into a Contract for Engineering and Construction Services with Armstrong Consultants, Inc. for the Runway 35 PAPI Project for the Bisbee Municipal Airport.
Andy Haratyk, Public Works Director
- 7. Discussion and Possible Approval of the Library Manager Job Description.
Jestin Johnson, City Manager
- 8. Discussion and Possible Approval of a Lease Agreement Renewal with the Women's Transition Project Inc.
Jestin Johnson, City Manager
- 9. Discussion and Possible Appointment by Mayor and Council of an Interim City Manager.
Per ARS § 38-431.03(a)(1), the City Council may vote to go into executive session for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.
Britt Hanson, City Attorney

10. City Manager's Report:

- Other current events

COUNCIL COMMENTS OR FUTURE AGENDA ITEM SUGGESTIONS: (Council members may suggest topics for future meeting agendas, but Council will not here discuss, deliberate or take any action on these topics.):

ADJOURNMENT

Individuals with hearing disabilities can contact the City Clerk's Office (520) 432-6012 to request an Assisted Listening Device, at least 24 hours before the meeting.

Anyone needing special accommodation to attend this meeting should contact Ashlee Coronado at (520) 432-6012 at least twenty-four hours before the meeting.

Public documents referred to herein may be viewed during regular business hours at the City Clerk's Office at 118 Arizona St., Bisbee.

Pursuant to A.R.S. § 38-431.03(A) (3), the Council may vote to enter executive session at any point during this meeting for discussion or consultation for legal advice with its attorney(s), who may appear telephonically.

CITY OF BISBEE
FINANCE DEPARTMENTPayment Approval Report - By GL COB
Report dates: 4/15/2016-4/28/2016Page: 1
Apr 28, 2016 08:30AM

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
416					
GENERAL FUND					
10-2020203 DENTAL INSUR PAYABLE					
GENERAL FUND	DELTA DENTAL	16-0425	ER/EE	04/25/2016	2,649.84
GENERAL FUND	DELTA DENTAL	16-0425	COBRA Dental	04/25/2016	19.58
Total 10-2020203 DENTAL INSUR PAYABLE:					2,669.40
10-2020801 PUBLIC SAFETY RETIRE PAYABLE					
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0423161	Retirement Fire Pay Period: 4/23/2016	04/27/2016	29,173.90
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0423161	Retirement Fire Pay Period: 4/23/2016	04/27/2016	3,877.20
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0423161	Retirement Police Pay Period: 4/23/2016	04/27/2016	2,381.30
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0423161	Retirement Police Pay Period: 4/23/2016	04/27/2016	19,244.59
Total 10-2020801 PUBLIC SAFETY RETIRE PAYABLE:					54,676.99
10-2020802 DEFERRED COMPENSATION PAYABLE					
GENERAL FUND	NATIONWIDE RETIREMENT SO	PR0423161	Deferred Comp Buy Up Pay Period: 4/23/2016	04/27/2016	839.50
GENERAL FUND	NATIONWIDE RETIREMENT SO	PR0423161	Deferred Comp Core Pay Period: 4/23/2016	04/27/2016	665.00
Total 10-2020802 DEFERRED COMPENSATION PAYABLE:					1,504.50
10-2020804 P.S.R.P.S. - ALT CONTR PAYABLE					
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0423161	PSPRS-Alternate Contribution Pay Period: 4/23/2016	04/27/2016	115.85
Total 10-2020804 P.S.R.P.S. - ALT CONTR PAYABLE:					115.85
10-2021001 HEALTH INSURANCE PAYABLE					
GENERAL FUND	UNITEDHEALTHCARE INSURAN	16-0425	HEALTH INSURANCE PREMIUM	04/25/2016	33,405.01
Total 10-2021001 HEALTH INSURANCE PAYABLE:					33,405.01
10-2021002 ADDITIONAL LIFE INSUR PAYABLE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	VOLUNTARY LIFE & AD&D	04/14/2016	368.40
GENERAL FUND	MUTUAL OF OMAHA	518410054	Employer Pd. Life Ins.	04/14/2016	582.46
Total 10-2021002 ADDITIONAL LIFE INSUR PAYABLE:					950.86
10-2021007 VISION CARE INSUR PAYABLE					
GENERAL FUND	VISION SERVICE PLAN	16-0426	VISION CARE	04/26/2016	662.91
Total 10-2021007 VISION CARE INSUR PAYABLE:					662.91
10-2024000 PAYROLL GARNISHMENTS PAYABLE					
GENERAL FUND	MIDLAND FUNDING, LLC	16-0423	WAGE GARNISHMENT	04/23/2016	5.24
GENERAL FUND	SUPPORT PAYMENT CLEARIN	PR0423161	Support Clearing-Child Support Pay Period: 4/23/2016	04/27/2016	1,303.16
Total 10-2024000 PAYROLL GARNISHMENTS PAYABLE:					1,308.40
10-34-40066 AMBULANCE FEES					
GENERAL FUND	PALOMINAS FIRE DISTRICT	16-0427	REVENUE COLLECTIONS/AMBULANCE/FEBRUARY	04/27/2016	33,781.77
Total 10-34-40066 AMBULANCE FEES:					33,781.77
CITY MANAGER					

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-51-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-CITY MGR	04/14/2016	20.70
Total 10-51-11501 STANDARD DISABILITY INSURANCE:					20.70
FINANCE DEPARTMENT					
10-52-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-FINANCE	04/14/2016	67.50
Total 10-52-11501 STANDARD DISABILITY INSURANCE:					67.50
10-52-13100 BUSINESS TRAVEL					
GENERAL FUND	EAN SERVICES, LLC	3CYKYG	RENTAL CAR/GFOAZ MEETING	01/21/2016	70.84
Total 10-52-13100 BUSINESS TRAVEL:					70.84
10-52-41500 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT	833753841001	BINDER, LABEL, INK	04/12/2016	105.14
GENERAL FUND	OFFICE DEPOT	833753870001	INDEX SHEET SET	04/12/2016	28.96
Total 10-52-41500 OFFICE SUPPLIES:					134.10
10-52-42000 ADMIN SPECIAL SUPPLIES					
GENERAL FUND	BUSINESS SOLUTIONS GROUP	13570	ACCT PAYABLE CHECKS/FINANCE	04/12/2016	515.71
Total 10-52-42000 ADMIN SPECIAL SUPPLIES:					515.71
CITY CLERK					
10-53-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-CITY CLERK	04/14/2016	30.24
Total 10-53-11501 STANDARD DISABILITY INSURANCE:					30.24
10-53-41500 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT	835173288001	PAD'S	04/13/2016	4.18
Total 10-53-41500 OFFICE SUPPLIES:					4.18
COMMUNITY DEVELOPMENT					
10-54-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-COM DEV	04/14/2016	20.70
Total 10-54-11501 STANDARD DISABILITY INSURANCE:					20.70
10-54-21000 ELECTRIC - SHELTER					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	335801287-04-	ELEC- 938 TOVERYVILLE RD KENNEL	04/25/2016	125.61
Total 10-54-21000 ELECTRIC - SHELTER:					125.61
10-54-22000 WATER - SHELTER					
GENERAL FUND	AZ WATER COMPANY	03117020951-	WATER/TOUREAVILLE POUND	04/25/2016	84.07
Total 10-54-22000 WATER - SHELTER:					84.07
10-54-24000 TELEPHONE & FAX - SHELTER					
GENERAL FUND	CENTURY LINK	420B-04-16	PHONE SERVICES-ANIMAL SHELTER	04/25/2016	32.27

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-54-24000 TELEPHONE & FAX - SHELTER:					32.27
10-54-24001 INTERNET FEES - SHELTER					
GENERAL FUND	CABLE ONE	16-0426/AS	INTERNET SRVC/AS	04/25/2016	69.45
Total 10-54-24001 INTERNET FEES - SHELTER:					69.45
10-54-34000 CONTRACT SERVICES					
GENERAL FUND	XEROX CORPORATION	084050823	BASE CHARGE/CD	04/01/2016	166.91
Total 10-54-34000 CONTRACT SERVICES:					166.91
ADMINISTRATION & GENERAL GOV'T					
10-55-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	666380285-04-	ELEC-118 AZ STREET	04/25/2016	550.05
Total 10-55-21000 ELECTRIC:					550.05
10-55-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03112054101-	WATER/118 ARIZONA ST	04/25/2016	217.60
Total 10-55-22000 WATER:					217.60
10-55-23000 GAS					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472012930802	GAS-118 AZ ST	04/25/2016	33.82
Total 10-55-23000 GAS:					33.82
10-55-37000 PROPERTY, CASUALTY, LIABILITY					
GENERAL FUND	AZ MUNICIPAL RISK RTNTN PO	10022	NEW INSURANCE-AMBULANCE	04/13/2016	298.00
Total 10-55-37000 PROPERTY, CASUALTY, LIABILITY:					298.00
10-55-41500 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT	835173288001	INK	04/13/2016	69.30
Total 10-55-41500 OFFICE SUPPLIES:					69.30
PERSONNEL					
10-56-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-PERSONNEL	04/14/2016	20.70
Total 10-56-11501 STANDARD DISABILITY INSURANCE:					20.70
WATER SYSTEMS					
10-58-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	597510284-04-	ELEC-TOMBSTONE CANYON PUMP	04/18/2016	199.05
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	703833281-04-	ELEC-DOUGLAS RD. PUMP	04/18/2016	26.62
Total 10-58-21000 ELECTRIC:					225.67
INFORMATION SYSTEMS					
10-59-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	216M-04-16	T1-CITY HALL	04/18/2016	364.56
GENERAL FUND	CENTURY LINK	217B-04-16	PHONE SERVICES-CITY HALL	04/25/2016	1,040.49
GENERAL FUND	CENTURY LINK	251M-04-16	PHONE SERVICES-CITY CLERK	04/18/2016	273.44

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND	CENTURY LINK	408B-04-16	PHONE SERVICES-FAX	04/25/2015	32.99
GENERAL FUND	CENTURY LINK	422B-04-16	PHONE SERVICES-CITY HALL	04/25/2016	164.95
Total 10-59-24000 TELEPHONE & FAX:					1,876.43
10-59-24001 T1 LINE FOR INTERNET ACCESS					
GENERAL FUND	CABLE ONE	16-0426/CH	INTERNET SRVC/CH	04/25/2016	212.50
Total 10-59-24001 T1 LINE FOR INTERNET ACCESS:					212.50
10-59-31000 PROFESSIONAL FEES					
GENERAL FUND	TRACHTMAN, SEAN	16-0420	IT SUPPORT	04/20/2016	650.00
GENERAL FUND	TRACHTMAN, SEAN	16-0427	IT SUPPORT	04/28/2016	550.00
Total 10-59-31000 PROFESSIONAL FEES:					1,200.00
10-59-34000 CONTRACT SERVICES					
GENERAL FUND	EXECUTECH	29631	OFFICE 365 PLAN 1	04/01/2016	371.25
Total 10-59-34000 CONTRACT SERVICES:					371.25
10-59-55200 NON CAP EQUIP PURCHASES					
GENERAL FUND	CDW GOVERNMENT, INC.	CTK5648	BACKUPS	04/20/2016	766.57
Total 10-59-55200 NON CAP EQUIP PURCHASES:					766.57
POLICE DEPARTMENT					
10-62-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-POLICE (NON-OFFICERS)	04/14/2016	81.61
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-POLICE	04/14/2016	265.52
Total 10-62-11501 STANDARD DISABILITY INSURANCE:					347.13
10-62-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	150262282-04-	ELEC- 129 TANK HILL D.	04/18/2016	52.50
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	444908283-04-	ELEC- 938 B TOVERYVILLE RD IMPOUND LOT	04/25/2016	43.96
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	835101287-04-	ELEC-POLICE	04/25/2016	821.55
Total 10-62-21000 ELECTRIC:					918.01
10-62-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03109045754-	WATER/35 HWY 92 T-CIR	04/18/2016	57.98
Total 10-62-22000 WATER:					57.98
10-62-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	402B-04-16	PHONE SERVICES-POLICE	04/25/2016	261.31
Total 10-62-24000 TELEPHONE & FAX:					261.31
10-62-24001 INTERNET ACCESS FEES					
GENERAL FUND	CABLE ONE	16-0426/BPD	INTERNET SVC/BPD	04/25/2016	110.50
Total 10-62-24001 INTERNET ACCESS FEES:					110.50
10-62-36000 MAINTENANCE & SUPPORT AGREEMENTS					
GENERAL FUND	RICOH BUSINESS SYSTEMS	5041489358	COPIER MAINT. AGREEMENT	04/06/2016	49.25

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-62-36000 MAINTENANCE & SUPPORT AGREEMENTS:					49.25
10-62-41500 OFFICE SUPPLIES					
GENERAL FUND	WIST OFFICE PRODUCTS	1457174	OFFICE SUPPLIES	04/13/2016	192.47
Total 10-62-41500 OFFICE SUPPLIES:					192.47
10-62-45300 CUSTODIAL SUPPLIES					
GENERAL FUND	ACE HARDWARE	17727	SUPPLIES	04/19/2016	14.75
Total 10-62-45300 CUSTODIAL SUPPLIES:					14.75
10-62-50100 BLDG REPAIR & MAINT					
GENERAL FUND	ATS ELECTRIC INC	18721	LIGHTING/ BPD	03/24/2016	1,873.09
Total 10-62-50100 BLDG REPAIR & MAINT:					1,873.09
10-62-61000 VEHICLE PARTS & LABOR					
GENERAL FUND	WILLCOX AUTO PARTS INC.	107067	AUTO PARTS	04/08/2016	134.35
Total 10-62-61000 VEHICLE PARTS & LABOR:					134.35
10-62-62003 GASOLINE					
GENERAL FUND	SHELL FLEET PLUS	16-0430	FUEL /BPD	04/26/2016	18.88
GENERAL FUND	SHELL FLEET PLUS	16-0430	FUEL /BPD	04/26/2016	19.34
Total 10-62-62003 GASOLINE:					38.22
FIRE DEPARTMENT					
10-64-11400 A.P.S.P.R.S.					
GENERAL FUND	PUBLIC SAFETY PERSONNEL	16-0423	Fire Ins Premium Tax Cr	04/23/2016	488.79-
Total 10-64-11400 A.P.S.P.R.S.:					488.79-
10-64-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-FIRE	04/14/2016	513.54
Total 10-64-11501 STANDARD DISABILITY INSURANCE:					513.54
10-64-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	723800285-04-	ELEC-FIRE STATION	04/18/2016	152.39
Total 10-64-21000 ELECTRIC:					152.39
10-64-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03102028351-	WATER/FIRE ST #1	04/18/2016	30.68
Total 10-64-22000 WATER:					30.68
10-64-23000 GAS					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472000555002	GAS-845 TOMBSTONE CYN STA	04/18/2016	88.41
Total 10-64-23000 GAS:					88.41
10-64-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	278B-04-16	PHONE SERVICES-FIRE DEPT	04/25/2016	42.99

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND	CENTURY LINK	398B-04-18	PHONE SERVICES-FIRE DEPT	04/25/2016	69.58
GENERAL FUND	CENTURY LINK	412B-04-18	PHONE SERVICES-FIRE DEPT	04/25/2016	32.99
Total 10-64-24000 TELEPHONE & FAX:					145.56
10-64-24001 INTERNET ACCESS FEES					
GENERAL FUND	CABLE ONE	16-0417/FS1	INTERNET SRVC/FS1	04/18/2016	59.50
Total 10-64-24001 INTERNET ACCESS FEES:					59.50
10-64-34000 CONTRACT SERVICES					
GENERAL FUND	MMPC	SE041320162	PEST CONTROL/FIRE STATIONS	04/13/2016	60.00
Total 10-64-34000 CONTRACT SERVICES:					60.00
10-64-41500 OFFICE SUPPLIES					
GENERAL FUND	BISBEE OFFICE SUPPLY	20287	UPS SHIPPING	04/20/2016	76.81
Total 10-64-41500 OFFICE SUPPLIES:					76.81
10-64-46000 OPERATIONAL EXPENSES					
GENERAL FUND	ACE HARDWARE	17629	BATTERY	04/05/2016	14.24
GENERAL FUND	ACE HARDWARE	17666	FASTENERS	04/10/2016	6.77
GENERAL FUND	ACE HARDWARE	17679	VARNISH	04/12/2016	63.52
GENERAL FUND	ACE HARDWARE	17716	MARKERBOARD	04/18/2016	27.81
GENERAL FUND	ACE HARDWARE	17748	SPRAY PAINT	04/20/2016	30.64
GENERAL FUND	ACE HARDWARE	17762	COOLER	04/21/2016	35.05
GENERAL FUND	ACE HARDWARE	17764	SHOEBOX	04/22/2016	19.71
GENERAL FUND	ACE HARDWARE	17773	CLEANING SUPPLIES	04/25/2016	28.28
GENERAL FUND	ACE HARDWARE	17784	BATTERIES	04/26/2016	36.14
GENERAL FUND	SAFeway INC.	2034985	DISHWASHER SOAP	04/05/2016	13.79
Total 10-64-46000 OPERATIONAL EXPENSES:					273.95
10-64-46641 MEDICAL SUPPLIES					
GENERAL FUND	BOUND TREE MEDICAL, LLC	82108972	MEDICAL SUPPLIES/BFD	04/05/2016	585.05
GENERAL FUND	BOUND TREE MEDICAL, LLC	82119954	MEDICAL SUPPLIES/BFD	04/15/2016	315.91
GENERAL FUND	BOUND TREE MEDICAL, LLC	82122779	MEDICAL SUPPLIES/BFD	04/19/2016	84.46
Total 10-64-46641 MEDICAL SUPPLIES:					985.42
10-64-61000 VEHICLE PARTS & LABOR					
GENERAL FUND	CITY OF SIERRA VISTA	1287	HIGH IDLE, BACKUP ALA	04/11/2016	1,580.91
GENERAL FUND	CITY OF SIERRA VISTA	1290	A/C NOT WORKING	04/05/2016	2,731.20
Total 10-64-61000 VEHICLE PARTS & LABOR:					4,312.11
10-64-62003 GASOLINE					
GENERAL FUND	SHELL FLEET PLUS	16-0430	FUEL /BFD	04/26/2016	43.00
Total 10-64-62003 GASOLINE:					43.00
BUILDING & MAINTENANCE					
10-74-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLX-DOU	D04137201604	DOC LABOR CREW/BM	04/21/2016	72.00
GENERAL FUND	AZ STATE PRISON CMLX-DOU	D08110201604	DOC LABOR CREW/PW	04/21/2016	138.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-74-34100 DOC WORKERS:					208.00
10-74-45300 CUSTODIAL SUPPLIES					
GENERAL FUND	WAXIE SANITARY SUPPLY	75885832	JANITORIAL SUPPLIES	03/31/2016	1,191.96
Total 10-74-45300 CUSTODIAL SUPPLIES:					1,191.96
10-74-46000 OPERATIONAL EXPENSES					
GENERAL FUND	G & L PLUMMBING, LLC	1378	URINAL INSTALLATION, WATER HEATER SERV.	04/13/2016	1,050.00
Total 10-74-46000 OPERATIONAL EXPENSES:					1,050.00
10-74-50100 BLDG REPAIR & MAINT					
GENERAL FUND	B&D LUMBER & HARDWARE	143828	PAINT	04/16/2016	149.80
Total 10-74-50100 BLDG REPAIR & MAINT:					149.80
PUBLIC WORKS ADMINISTRATION					
10-75-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-PW ADMIN	04/14/2016	24.20
Total 10-75-11501 STANDARD DISABILITY INSURANCE:					24.20
10-75-11800 STATE UNEMPLOYMENT					
GENERAL FUND	DES-UNEMPLOYMENT TAX	16-0411	AZ ACCT NO. 2040840	04/11/2016	2,490.55
Total 10-75-11800 STATE UNEMPLOYMENT:					2,490.55
10-75-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	092593283-04-	ELEC - 404 BISBEE RD	04/25/2016	33.53
Total 10-75-21000 ELECTRIC:					33.53
10-75-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03112030003-	WATER/404 BISBEE RD	04/25/2016	19.20
Total 10-75-22000 WATER:					19.20
10-75-23000 GAS					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472011113302	GAS-404 BISBEE RD	04/25/2016	40.72
Total 10-75-23000 GAS:					40.72
10-75-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	510B-04-16	PHONE SERVICES-PW ADMIN	04/25/2016	32.99
Total 10-75-24000 TELEPHONE & FAX:					32.99
10-75-34000 CONTRACT SERVICES					
GENERAL FUND	XEROX CORPORATION	84050821	BASE CHARGE/PW	04/01/2016	376.61
Total 10-75-34000 CONTRACT SERVICES:					376.61
10-75-41500 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT	833183937001	BINDER, TAPE, INK, FOLER	04/07/2016	224.14
GENERAL FUND	OFFICE DEPOT	833184926001	INK, PROTECTOR SHEET	04/07/2016	73.32

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-75-41500 OFFICE SUPPLIES:					297.46
10-75-42040 ADVERTISING					
GENERAL FUND	BISBEE OBSERVER	18220	PUBLIC NOTICE/BIDS	04/13/2016	15.65
Total 10-75-42040 ADVERTISING:					15.65
GARAGE					
10-77-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-GARAGE	04/14/2016	36.12
Total 10-77-11501 STANDARD DISABILITY INSURANCE:					36.12
10-77-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	994591280-04-	ELEC - TOVREAVILLE RD WAREHOUSE	04/25/2016	132.44
Total 10-77-21000 ELECTRIC:					132.44
10-77-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	418B-04-16	PHONE SERVICES-PW GARAGE	04/25/2016	134.40
Total 10-77-24000 TELEPHONE & FAX:					134.40
10-77-34000 CONTRACT SERVICES					
GENERAL FUND	BARCO'S ICE	16-0405	ICE	04/05/2016	90.00
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210827121	UNIFORMS/GARAGE	04/14/2016	604.01
Total 10-77-34000 CONTRACT SERVICES:					694.01
10-77-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLX-DOU	D04134201604	DOC LABOR CREW/GAR	04/21/2016	32.00
Total 10-77-34100 DOC WORKERS:					32.00
10-77-81000 VEHICLE PARTS & LABOR					
GENERAL FUND	WILLCOX AUTO PARTS INC.	101796CR	CREDIT	02/09/2016	700.00-
GENERAL FUND	WILLCOX AUTO PARTS INC.	102005ADJ	ADJUSTMENT	02/11/2016	.20
GENERAL FUND	WILLCOX AUTO PARTS INC.	103680	WHITE LITH	03/01/2016	4.92
GENERAL FUND	WILLCOX AUTO PARTS INC.	103809	TAP	03/02/2016	5.48
GENERAL FUND	WILLCOX AUTO PARTS INC.	104253	TAP	03/08/2016	4.38
GENERAL FUND	WILLCOX AUTO PARTS INC.	105456	TAP	03/22/2016	5.70
GENERAL FUND	WILLCOX AUTO PARTS INC.	105762	BEARING PULLEY KIT, BULB	03/25/2016	64.98
Total 10-77-81000 VEHICLE PARTS & LABOR:					614.34-
BUILDING INSPECTOR					
10-79-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-BLDG INSPECTOR	04/14/2016	20.70
Total 10-79-11501 STANDARD DISABILITY INSURANCE:					20.70
PARKS					
10-80-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-PARKS	04/14/2016	14.59

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-80-11501 STANDARD DISABILITY INSURANCE					14.59
10-80-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	021462288-04-	ELEC-VISTA PARK	04/25/2016	22.61
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	045362284-04-	ELEC-GOAR PARK	04/18/2016	29.22
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	138222280-04-	ELEC- E. VISTA PARK	04/25/2016	23.38
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	230930288-04-	ELEC-BREWERY GULCH C PARK	04/25/2016	22.61
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	512522288-04-	ELEC-MAIN ST PARK	04/18/2016	46.96
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	865470288-04-	ELEC-E VISTA COURT	04/25/2016	28.77
Total 10-80-21000 ELECTRIC:					173.55
10-80-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03102062101-	WATER/GARFIELD PARK	04/18/2016	53.14
GENERAL FUND	AZ WATER COMPANY	03106053651-	WATER/GRASSY PARK	04/18/2016	347.56
GENERAL FUND	AZ WATER COMPANY	03106058001-	WATER/CITY PARK BREWERY	04/18/2016	66.46
GENERAL FUND	AZ WATER COMPANY	03109012304-	WATER/GOAR PARK	04/18/2016	56.78
GENERAL FUND	AZ WATER COMPANY	03109045722-	WATER/TRAFFIC CIRCLE	04/18/2016	47.70
GENERAL FUND	AZ WATER COMPANY	03109069151-	WATER/SAGINAW PARK	04/18/2016	19.20
GENERAL FUND	AZ WATER COMPANY	03112037563-	WATER/MULE MTN GDN PARK	04/25/2016	19.20
GENERAL FUND	AZ WATER COMPANY	03112038121-	WATER/VISTA PARK	04/25/2016	98.71
GENERAL FUND	AZ WATER COMPANY	03112039072-	WATER/W VISTA & HOATSON PARK	04/25/2016	1,468.17
GENERAL FUND	AZ WATER COMPANY	03112040621-	WATER/LOWER E VISTA & TENER BATHROOMS	04/25/2016	428.93
GENERAL FUND	AZ WATER COMPANY	03112047073-	WATER/AZ ST & COLE AVE IRRIGATION	04/25/2016	93.57
GENERAL FUND	AZ WATER COMPANY	03112085601-	WATER/PAUL PARK WARREN PARK	04/25/2016	50.12
GENERAL FUND	AZ WATER COMPANY	03117017901-	WATER/TIN TOWN PARK	04/25/2016	19.20
GENERAL FUND	AZ WATER COMPANY	03117047651-	WATER/GALENA PARK	04/25/2016	19.20
Total 10-80-22000 WATER					2,785.94
10-80-34000 CONTRACT SERVICES					
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210827116	UNIFORMS/PARKS	04/14/2016	236.74
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210827122	UNIFORMS STREETS	04/14/2016	42.65
Total 10-80-34000 CONTRACT SERVICES:					279.39
10-80-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D04135201804	DOC LABOR CREW/PKS	04/21/2016	135.00
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D08111201604	DOC LABOR CREW/PKS	04/21/2016	229.50
Total 10-80-34100 DOC WORKERS:					364.50
10-80-46000 OPERATIONAL EXPENSES					
GENERAL FUND	ACE HARDWARE	17714	KEYS	04/14/2016	198.77
GENERAL FUND	B&D LUMBER & HARDWARE	143658	NON CARTRIDGE FUSE	04/09/2016	4.85
GENERAL FUND	B&D LUMBER & HARDWARE	143719	SPOOL, AUTOCUT COVER, SAW BLADE	04/13/2016	122.07
GENERAL FUND	B&D LUMBER & HARDWARE	143721	CLUTCH, WASHERS, BUSHING	04/13/2016	77.18
GENERAL FUND	B&D LUMBER & HARDWARE	143723	SPOOL, AUTOCUT COVER	04/13/2016	46.48
GENERAL FUND	B&D LUMBER & HARDWARE	143832	BRISTLE BRUSH, MASKING TAPE, ROLLER	04/18/2016	49.18
GENERAL FUND	B&D LUMBER & HARDWARE	143837	CAUTION TAPE	04/18/2016	10.14
Total 10-80-46000 OPERATIONAL EXPENSES:					508.67
10-80-46802 LANDSCAPING MATERIALS					
GENERAL FUND	B&D LUMBER & HARDWARE	143613	SILICIA SAND, AMMONIUM PHOSPHATE	04/07/2016	29.90
GENERAL FUND	B&D LUMBER & HARDWARE	143761	GARDEN SOIL	04/14/2016	5.79

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-80-46802 LANDSCAPING MATERIALS:					35.69
10-80-55000 EQUIPMENT REPAIR & MAINT					
GENERAL FUND	B&D LUMBER & HARDWARE	143722	BUSHING COVER	04/13/2016	41.82
Total 10-80-55000 EQUIPMENT REPAIR & MAINT:					41.82
10-80-61000 REPAIRS & MAINT - VEHICLES					
GENERAL FUND	WILLCOX AUTO PARTS INC.	106252	BELT SERPENTINE, DRIVEBELT	03/31/2016	46.01
GENERAL FUND	WILLCOX AUTO PARTS INC.	106567	BRAKE CLEANER, PADS, OIL & AIR FILTER	04/04/2016	47.99
Total 10-80-61000 REPAIRS & MAINT - VEHICLES:					94.00
SWIMMING POOL					
10-81-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	781320283-04-	ELEC-QUALITY HILL POOL	04/18/2016	176.90
Total 10-81-21000 ELECTRIC:					176.90
10-81-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03106006471-	WATER/POOL	04/18/2016	737.33
Total 10-81-22000 WATER:					737.33
10-81-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	428B-04-16	PHONE SERVICES-SWIMMING POOL	04/25/2016	37.31
Total 10-81-24000 TELEPHONE & FAX:					37.31
LIBRARY					
10-83-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	518410054	STD/LTD-LIBRARY	04/14/2016	20.70
Total 10-83-11501 STANDARD DISABILITY INSURANCE:					20.70
10-83-11800 STATE UNEMPLOYMENT					
GENERAL FUND	DES-UNEMPLOYMENT TAX	16-0411	AZ ACCT NO. 2040840	04/11/2016	1,584.45
Total 10-83-11800 STATE UNEMPLOYMENT:					1,584.45
10-83-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	882030287-04-	ELEC-6 MAIN ST LIBRARY	04/18/2016	516.14
Total 10-83-21000 ELECTRIC:					516.14
10-83-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03106016751-	WATER/LIBRARY	04/18/2016	61.61
Total 10-83-22000 WATER:					61.61
10-83-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	414B-04-16	PHONE SERVICES-LIBRARY	04/25/2016	196.69
GENERAL FUND	CENTURY LINK	855M-04-16	PHONE SERVICES-LIBRARY	04/01/2016	215.20
Total 10-83-24000 TELEPHONE & FAX:					411.89

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-83-31000 PROFESSIONAL FEES					
GENERAL FUND	TRACHTMAN, SEAN	16-0420	IT SUPPORT/LIBRARY	04/20/2016	100.00
GENERAL FUND	TRACHTMAN, SEAN	16-0427	IT SUPPORT/LIBRARY	04/28/2016	325.00
Total 10-83-31000 PROFESSIONAL FEES:					425.00
10-83-42050 NON CAP ADMIN EQUIP/FURN					
GENERAL FUND	AMAZON	083218805149	INK	04/10/2016	17.28
GENERAL FUND	AMAZON	086418559613	RECEIPT PRINTER FOR BACKUP	04/10/2016	199.99
GENERAL FUND	AMAZON	107258987208	RECEIPT PRINTER	04/10/2016	229.71
GENERAL FUND	CDW GOVERNMENT, INC.	CPN2705	UPS	04/07/2016	404.32
GENERAL FUND	CDW GOVERNMENT, INC.	CPV3279	APPLE LAPTOP	04/07/2016	1,139.80
GENERAL FUND	CDW GOVERNMENT, INC.	CQR8577	PROJECTOR	04/07/2016	1,549.00
Total 10-83-42050 NON CAP ADMIN EQUIP/FURN:					3,540.10
10-83-46831 BOOKS					
GENERAL FUND	AMAZON	009863225110	LIBRARY BOOKS	04/10/2016	175.83
GENERAL FUND	AMAZON	009884099369	LIBRARY BOOKS	04/10/2016	94.08
GENERAL FUND	AMAZON	077814642937	LIBRARY BOOKS	04/10/2016	15.12
GENERAL FUND	BAKER & TAYLOR, INC.	4011567174	BOOKS/LIBRARY	04/05/2016	15.76
Total 10-83-46831 BOOKS:					300.57
10-83-46832 AUDIO VISUAL MATERIAL					
GENERAL FUND	AMAZON	066701014849	DVDS	04/10/2016	38.35
GENERAL FUND	AMAZON	234212458700	DVDS	04/10/2016	174.23
GENERAL FUND	AMAZON	234215321644	DVDS	04/10/2016	47.11
GENERAL FUND	AMAZON	234219242007	DVDS	04/10/2016	23.00
Total 10-83-46832 AUDIO VISUAL MATERIAL:					282.69
10-83-46833 CHILDRENS MATERIALS					
GENERAL FUND	AMAZON	004128699159	CHILDREN'S MATERIALS	04/10/2016	205.92
GENERAL FUND	AMAZON	111505924528	CHILDREN'S MATERIALS	04/10/2016	17.36
GENERAL FUND	AMAZON	111509482298	CHILDREN'S MATERIALS	04/10/2016	33.58
GENERAL FUND	AMAZON	111515821106	CHILDREN'S MATERIALS	04/10/2016	62.93
Total 10-83-46833 CHILDRENS MATERIALS:					319.79
10-83-46834 PERIODICALS					
GENERAL FUND	AMAZON	199710256970	MAGAZINE SUBSCRIPTION	04/10/2016	18.00
GENERAL FUND	AMAZON	199710325127	MAGAZINE SUBSCRIPTION	04/10/2016	27.95
GENERAL FUND	AMAZON	199710543490	MAGAZINE SUBSCRIPTION	04/10/2016	34.97
GENERAL FUND	AMAZON	199710558968	MAGAZINE SUBSCRIPTION	04/10/2016	79.95
GENERAL FUND	AMAZON	199710666618	MAGAZINE SUBSCRIPTION	04/10/2016	20.00
GENERAL FUND	AMAZON	199710731687	MAGAZINE SUBSCRIPTION	04/10/2016	36.95
GENERAL FUND	AMAZON	199711266381	MAGAZINE SUBSCRIPTION	04/10/2016	19.95
GENERAL FUND	AMAZON	199711290559	MAGAZINE SUBSCRIPTION	04/10/2016	17.95
GENERAL FUND	AMAZON	199711350735	MAGAZINE SUBSCRIPTION	04/10/2016	39.95
GENERAL FUND	AMAZON	199711652554	MAGAZINE SUBSCRIPTION	04/10/2016	24.97
GENERAL FUND	AMAZON	199712510084	MAGAZINE SUBSCRIPTION	04/10/2016	24.95
GENERAL FUND	AMAZON	199713311218	MAGAZINE SUBSCRIPTION	04/10/2016	39.99
GENERAL FUND	AMAZON	199713400287	MAGAZINE SUBSCRIPTION	04/10/2016	37.00
GENERAL FUND	AMAZON	199713415583	MAGAZINE SUBSCRIPTION	04/10/2016	158.00
GENERAL FUND	AMAZON	199713599322	MAGAZINE SUBSCRIPTION	04/10/2016	34.95
GENERAL FUND	AMAZON	199713729926	MAGAZINE SUBSCRIPTION	04/10/2016	19.99

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND	AMAZON	199714017949	MAGAZINE SUBSCRIPTION	04/10/2016	9.97
GENERAL FUND	AMAZON	199714045192	MAGAZINE SUBSCRIPTION	04/10/2016	35.00
GENERAL FUND	AMAZON	199714169108	MAGAZINE SUBSCRIPTION	04/10/2016	37.95
GENERAL FUND	AMAZON	199714182653	MAGAZINE SUBSCRIPTION	04/10/2016	69.99
GENERAL FUND	AMAZON	199714262856	MAGAZINE SUBSCRIPTION	04/10/2016	24.50
GENERAL FUND	AMAZON	199714565485	MAGAZINE SUBSCRIPTION	04/10/2016	32.00
GENERAL FUND	AMAZON	199714805177	MAGAZINE SUBSCRIPTION	04/10/2016	24.00
GENERAL FUND	AMAZON	199715772074	MAGAZINE SUBSCRIPTION	04/10/2016	19.00
GENERAL FUND	AMAZON	199715988365	MAGAZINE SUBSCRIPTION	04/10/2016	49.95
GENERAL FUND	AMAZON	199716276460	MAGAZINE SUBSCRIPTION	04/10/2016	24.00
GENERAL FUND	AMAZON	199716290319	MAGAZINE SUBSCRIPTION	04/10/2016	19.99
GENERAL FUND	AMAZON	199716345256	MAGAZINE SUBSCRIPTION	04/10/2016	34.99
GENERAL FUND	AMAZON	199716733456	MAGAZINE SUBSCRIPTION	04/10/2016	42.00
GENERAL FUND	AMAZON	199716845297	MAGAZINE SUBSCRIPTION	04/10/2016	12.00
GENERAL FUND	AMAZON	199717424742	MAGAZINE SUBSCRIPTION	04/10/2016	6.50
GENERAL FUND	AMAZON	199717657699	MAGAZINE SUBSCRIPTION	04/10/2016	19.95
GENERAL FUND	AMAZON	199717842643	MAGAZINE SUBSCRIPTION	04/10/2016	17.99
GENERAL FUND	AMAZON	199718246057	MAGAZINE SUBSCRIPTION	04/10/2016	10.00
GENERAL FUND	AMAZON	199718485698	MAGAZINE SUBSCRIPTION	04/10/2016	28.00
GENERAL FUND	AMAZON	199718668614	MAGAZINE SUBSCRIPTION	04/10/2016	24.95
GENERAL FUND	AMAZON	199719085176	MAGAZINE SUBSCRIPTION	04/10/2016	16.95
GENERAL FUND	AMAZON	199719398175	MAGAZINE SUBSCRIPTION	04/10/2016	19.99
GENERAL FUND	OGDEN PUBLICATIONS	10049385999	MAGAZINE SUBSCRIPTION	04/06/2016	24.95
Total 10-83-46834 PERIODICALS:					1,240.14
SENIOR CITIZENS CENTER					
10-85-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	816422284-04-	ELEC - 300 COLLINS RD	04/25/2016	319.61
Total 10-85-21000 ELECTRIC:					319.61
10-85-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	416B-04-16	PHONE SERVICES-SENIOR CENTER	04/25/2016	65.98
Total 10-85-24000 TELEPHONE & FAX:					65.98
10-85-24001 INTERNET ACCESS FEES					
GENERAL FUND	CABLE ONE	16-0426/SC	INTERNET SRVC/SC	04/25/2016	59.50
Total 10-85-24001 INTERNET ACCESS FEES:					59.50
10-85-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D04131201604	DOC LABOR CREW/SC	04/21/2016	64.00
Total 10-85-34100 DOC WORKERS:					64.00
CONTINGENCY					
10-99-99100 UNASSIGNED EXPENSES					
GENERAL FUND	MATTHEW MCCLELLAN	16-0426	STONE RETAINING WALL REPAIR	04/26/2016	1,318.00
Total 10-99-99100 UNASSIGNED EXPENSES:					1,318.00
TRANSIENT ROOM TAX					
FUND EXPENDITURES					
20-40-11501 STANDARD DISABILITY INSURANCE					
TRANSIENT ROOM TAX	MUTUAL OF OMAHA	518410054	STD/LTD-VISITOR CENTER	04/14/2016	16.23

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 20-40-11501 STANDARD DISABILITY INSURANCE:					16.23
20-40-24000 TELEPHONE & FAX					
TRANSIENT ROOM TAX	CENTURY LINK	5008-04-16	PHONE SERVICES-VISITOR CTR	04/25/2016	116.73
Total 20-40-24000 TELEPHONE & FAX:					116.73
20-40-41500 OFFICE SUPPLIES					
TRANSIENT ROOM TAX	OFFICE DEPOT	835599348001	ENVELOPES	04/20/2016	53.60
Total 20-40-41500 OFFICE SUPPLIES:					53.60
20-40-42040 ADVERTISING					
TRANSIENT ROOM TAX	ARIZONA JEWISH LIFE	3917	1/4 PAGE AD	04/20/2016	238.75
TRANSIENT ROOM TAX	CITIES WEST PUBLISHING, INC	3263-R	1/4 PAGE AD PHOENIX MAGAZINE	04/15/2016	777.62
TRANSIENT ROOM TAX	MADDEN MEDIA	201602093	ENewsletter	04/20/2016	1,313.00
Total 20-40-42040 ADVERTISING:					2,329.37
STREETS					
FUND EXPENDITURES					
21-40-11501 STANDARD DISABILITY INSURANCE					
STREETS	MUTUAL OF OMAHA	518410054	STD/LTD-STREET O&M	04/14/2016	35.82
Total 21-40-11501 STANDARD DISABILITY INSURANCE:					35.82
21-40-21000 ELECTRIC					
STREETS	AZ PUBLIC SERVICE (2 of 3)	048174287-04-	ELEC-60 BREWERY GULCH SHOP3	04/18/2016	26.62
STREETS	AZ PUBLIC SERVICE (2 of 3)	250201288-04-	ELEC-HWY 92 DD	04/25/2016	12.48
STREETS	AZ PUBLIC SERVICE (2 of 3)	482964282-04-	ELEC-60 BREWERY GULCH SHOP4	04/25/2016	22.61
STREETS	AZ PUBLIC SERVICE (2 of 3)	499174286-04-	ELEC-60 BREWERY GULCH SHOP2	04/18/2016	42.49
STREETS	AZ PUBLIC SERVICE (2 of 3)	601982282-04-	ELEC- 951 NACO HWY	04/25/2016	80.89
STREETS	AZ PUBLIC SERVICE (2 of 3)	690982286-04-	ELEC-170 HWY 92	04/25/2016	108.61
STREETS	AZ PUBLIC SERVICE (2 of 3)	843174288-04-	ELEC-60 BREWERY GULCH SHOP 1	04/18/2016	28.17
STREETS	AZ PUBLIC SERVICE (2 of 3)	922296284-04-	ELEC-LOWELL TR CIRCLE	04/25/2016	22.61
STREETS	AZ PUBLIC SERVICE (2 of 3)	994591280-04-	ELEC - TOVREAVILLE RD WAREHOUSE - STREET	04/25/2016	66.22
STREETS	AZ PUBLIC SERVICE (3 of 3)	AR0480005016	UTILITY POLES/STREETS	04/19/2016	1,764.29
Total 21-40-21000 ELECTRIC:					2,174.99
21-40-34100 DOC WORKERS					
STREETS	AZ STATE PRISON CMPLX-DOU	D04136201604	DOC LABOR CREW/STR	04/21/2016	40.50
Total 21-40-34100 DOC WORKERS:					40.50
21-40-45100 DISPOSABLE EQUIP & TOOLS					
STREETS	WILLCOX AUTO PARTS INC.	103702	RETRIEVING TOOL, PURPLE POWER	03/01/2016	17.51
Total 21-40-45100 DISPOSABLE EQUIP & TOOLS:					17.51
21-40-46210 STREET REPAIR MAT - SALES TAX					
STREETS	WESTERN EMULISONS, INC	31400	TACK OIL, TOTE	03/23/2016	2,256.59
Total 21-40-46210 STREET REPAIR MAT - SALES TAX:					2,256.59

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
21-40-61000 VEHICLE PARTS & LABOR					
STREETS	WILLCOX AUTO PARTS INC	101107	DRIVESHAFT, CONTROL ARMBALL JOINT	03/09/2016	348.77
STREETS	WILLCOX AUTO PARTS INC	104555	CORE DEPOSIT	03/11/2016	38.54
STREETS	WILLCOX AUTO PARTS INC	104805	BATTERY CABLE	03/14/2016	48.16
STREETS	WILLCOX AUTO PARTS INC	105330	COUPLER	03/21/2016	37.25
STREETS	WILLCOX AUTO PARTS INC	105382	DRIVEBELT IDLER, PULLIES	03/21/2016	68.82
STREETS	WILLCOX AUTO PARTS INC	105444	OIL & AIR FILTERS	03/22/2016	39.32
STREETS	WILLCOX AUTO PARTS INC	105473	COUPLER	03/22/2016	37.25
STREETS	WILLCOX AUTO PARTS INC	105589	PULLEY	03/23/2016	80.69
STREETS	WILLCOX AUTO PARTS INC	105672	FITTINGS, CLAMP	03/24/2016	3.33
STREETS	WILLCOX AUTO PARTS INC	106080	ALUMASEAL STOP LEAK, SLIME SEALANT	03/29/2016	16.96
STREETS	WILLCOX AUTO PARTS INC	106105	FUEL FILTER, HOSE	03/29/2016	10.81
STREETS	WILLCOX AUTO PARTS INC	106172	AIR FILTER	03/30/2016	11.20
STREETS	WILLCOX AUTO PARTS INC	106937	WINDOW REGULATOR	04/07/2016	95.80
Total 21-40-61000 VEHICLE PARTS & LABOR					688.32
BISBEE ARTS COMMISSION FUND EXPENDITURES					
42-40-42040 ADVERTISING					
BISBEE ARTS COMMISSION	BISBEE OBSERVER	18155	PUBLIC NOTICE/MINI GRANT/ARTS COMM.	03/28/2016	70.73
Total 42-40-42040 ADVERTISING					70.73
MISC. DONATIONS FUND EXPENDITURES					
48-40-22504 RYAN MIELE ENDOW/ANIMAL WELFARE					
MISC. DONATIONS	FLOOD, KATHLEEN BELLE	16-0425	KITTEN FOOD	04/25/2016	61.22
MISC. DONATIONS	GEIGER MOBILE VETERINARY	16-0415	VETERINARY SERVICES/TANSY	04/15/2016	30.00
Total 48-40-22504 RYAN MIELE ENDOW/ANIMAL WELFARE					91.22
48-40-22507 PARKS AND REC MISC DONATIONS					
MISC. DONATIONS	ANDREW EATON	16-0427	PAINT MURAL/CITY PARK	04/27/2016	250.00
Total 48-40-22507 PARKS AND REC MISC DONATIONS					250.00
AIRPORT FUND FUND EXPENDITURES					
50-40-22000 WATER					
AIRPORT FUND	NACO WATER COMPANY LLC	090016500-04-	NACO WATER/AIRPORT	04/18/2016	37.14
Total 50-40-22000 WATER					37.14
50-40-24000 TELEPHONE & FAX					
AIRPORT FUND	CENTURY LINK	426B-04-16	PHONE SERVICES-AIRPORT	04/25/2016	32.27
AIRPORT FUND	CENTURY LINK	703B-04-16	PHONE SERVICES-AIRPORT	04/25/2016	33.91
Total 50-40-24000 TELEPHONE & FAX					66.18
SEWER FUND					
54-1019900 CLEARING ACCT--SEWER/TRASH A/R					
SEWER FUND	MICHAEL J. LOPEZ	16-0419	AZDEBT SET OFF REFUND-10368039	04/19/2016	494.25
SEWER FUND	RICHARD JONES	16-0419	INJURED SPOUSE REFUND 10212027	04/19/2016	543.50

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 54-1019900 CLEARING ACCT--SEWER/TRASH A/R					1,037.75
FUND EXPENDITURES					
54-40-11501 STANDARD DISABILITY INSURANCE					
SEWER FUND	MUTUAL OF OMAHA	518410054	STD/LTD-SEWER	04/14/2016	95.21
Total 54-40-11501 STANDARD DISABILITY INSURANCE					95.21
54-40-12300 UNIFORMS & CLOTHING					
SEWER FUND	RAMIREZ, ROBERT	16-0418	REIMBURSEMENT/BOOTS	04/18/2016	100.00
Total 54-40-12300 UNIFORMS & CLOTHING					100.00
54-40-21000 ELECTRIC					
SEWER FUND	AZ PUBLIC SERVICE (2 of 3)	604550288-04-	ELEC-42 WARREN CUT OFF BLDG A/SEWER	04/18/2016	38.88
SEWER FUND	AZ PUBLIC SERVICE (2 of 3)	914128284-04-	ELEC-302 TERAN ST.	04/25/2016	31.49
SEWER FUND	AZ PUBLIC SERVICE (2 of 3)	918873289-04-	ELEC-42 WARREN CUT OFF BLDG B/SEWER	04/18/2016	792.01
Total 54-40-21000 ELECTRIC					860.18
54-40-22000 WATER					
SEWER FUND	AZ WATER COMPANY	03109081151-	WATER/HWY 80 SEWER POND	04/18/2016	609.86
Total 54-40-22000 WATER					609.86
54-40-24000 TELEPHONE & FAX					
SEWER FUND	CENTURY LINK	262B-04-16	PHONE SERVICES-VVW	04/25/2016	169.47
SEWER FUND	CENTURY LINK	424B-04-16	PHONE SERVICES-VVW	04/25/2016	32.99
Total 54-40-24000 TELEPHONE & FAX					202.46
54-40-24001 INTERNET ACCESS FEE					
SEWER FUND	CABLE ONE	16-0426/VVW	INTERNET SVC/VVW	04/25/2016	67.99
Total 54-40-24001 INTERNET ACCESS FEE					67.99
54-40-31000 PROFESSIONAL FEES					
SEWER FUND	TRACHTMAN, SEAN	16-0420	IT SUPPORT/VVW	04/20/2016	100.00
Total 54-40-31000 PROFESSIONAL FEES					100.00
54-40-34000 CONTRACT SERVICES					
SEWER FUND	PRUDENTIAL OVERALL SUPPL	210827117	UNIFORMS/VVW	04/14/2016	1,455.57
SEWER FUND	UNIFIRST CORPORATION	3100779050	UNIFORMS/VVW	04/13/2016	11.42
Total 54-40-34000 CONTRACT SERVICES					1,466.99
54-40-34100 DOC WORKERS					
SEWER FUND	AZ STATE PRISON CMPLX-DOU	D04139201604	DOC LABOR CREW/VVW	04/21/2016	81.00
Total 54-40-34100 DOC WORKERS					81.00
54-40-41500 OFFICE SUPPLIES					
SEWER FUND	USA BLUEBOOK	894389	SCIENTIFIC CALCULATOR	03/09/2016	71.90

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 54-40-41500 OFFICE SUPPLIES:					71.90
54-40-46000 OPERATIONAL EXPENSES					
SEWER FUND	B&D LUMBER & HARDWARE	143679	DIAMOND BLADE	04/11/2016	177.45
SEWER FUND	B&D LUMBER & HARDWARE	143694	LEVEL	04/12/2016	8.28
SEWER FUND	B&D LUMBER & HARDWARE	143714	FOAM SEALANT, COUPLING	04/13/2016	19.44
SEWER FUND	B&D LUMBER & HARDWARE	143762	COUPLING	04/14/2016	2.16
SEWER FUND	B&D LUMBER & HARDWARE	143770	PRIMER	04/14/2016	8.13
SEWER FUND	B&D LUMBER & HARDWARE	143776	FLEX COUPLING, CEMENT	04/14/2016	24.51
SEWER FUND	WARD, YVONNE	16-0314	FILING FEES	03/14/2016	11.00
SEWER FUND	WARD, YVONNE	16-0315	FILING FEES	03/15/2016	12.00
SEWER FUND	WARD, YVONNE	16-0322	FILING FEES	03/22/2016	7.00
SEWER FUND	WARD, YVONNE	16-0331	FILING FEES	03/31/2016	21.00
SEWER FUND	WARD, YVONNE	16-0408	FILING FEES/COPIES	04/08/2016	19.00
SEWER FUND	WARD, YVONNE	16-0419	FILING FEES	04/19/2016	21.00
Total 54-40-46000 OPERATIONAL EXPENSES:					328.97
54-40-46542 LAB SUPPLIES & TESTING					
SEWER FUND	USA BLUEBOOK	826379	SHIPPING	12/16/2015	82.72
Total 54-40-46542 LAB SUPPLIES & TESTING:					82.72
54-40-46543 MANHOLE, PIPE & FITTINGS					
SEWER FUND	ACE HARDWARE	17693	PIPE, CASTER STERN	04/14/2016	78.86
SEWER FUND	B&D LUMBER & HARDWARE	143575	PVC, PRIMER, PIPE CLEANER	04/06/2016	24.20
Total 54-40-46543 MANHOLE, PIPE & FITTINGS:					103.06
54-40-61000 VEHICLE PARTS & LABOR					
SEWER FUND	WILLCOX AUTO PARTS INC	105130	BRAKE CLEANER, OIL & AIR FILTER	03/18/2016	26.76
SEWER FUND	WILLCOX AUTO PARTS INC	105356	CARRIAGE, BUM BOLT	03/21/2016	4.58
Total 54-40-61000 VEHICLE PARTS & LABOR:					31.34
SANITATION FUND					
FUND EXPENDITURES					
56-40-11501 STANDARD DISABILITY INSURANCE					
SANITATION FUND	MUTUAL OF OMAHA	518410054	STD/LTD-SANITATION	04/14/2016	104.15
Total 56-40-11501 STANDARD DISABILITY INSURANCE:					104.15
56-40-21000 ELECTRIC					
SANITATION FUND	AZ PUBLIC SERVICE (2 of 3)	994591280-04-	ELEC - TOVREAVILLE RD WAREHOUSE - SANITAT	04/25/2016	66.22
Total 56-40-21000 ELECTRIC:					66.22
56-40-34000 CONTRACT SERVICES					
SANITATION FUND	PRUDENTIAL OVERALL SUPPL	210827123	UNIFORMS/SANITATION	04/14/2016	54.59
Total 56-40-34000 CONTRACT SERVICES:					54.59
56-40-34100 DOC WORKERS					
SANITATION FUND	AZ STATE PRISON CMLX-DOU	D04128201804	DOC LABOR CREW/REC	04/21/2016	171.00
SANITATION FUND	AZ STATE PRISON CMLX-DOU	D04138201804	DOC LABOR CREW/SAN	04/21/2016	58.50

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 56-40-34100 DOC WORKERS:					229.50
56-40-46000 OPERATIONAL EXPENSES					
SANITATION FUND	WILLCOX AUTO PARTS INC.	106302	HOSE, HOSE END	03/31/2016	53.39
SANITATION FUND	WILLCOX AUTO PARTS INC.	106860	HOSE, HOSE END	04/06/2016	19.22
Total 56-40-46000 OPERATIONAL EXPENSES:					72.61
56-40-61000 VEHICLE PARTS & LABOR					
SANITATION FUND	WILLCOX AUTO PARTS INC.	103914	SEAL	03/03/2016	48.96
SANITATION FUND	WILLCOX AUTO PARTS INC.	104615	AUTO PARTS	03/11/2016	15.41
SANITATION FUND	WILLCOX AUTO PARTS INC.	104823	SPARK PLUG WIRE SET	03/15/2016	61.92
SANITATION FUND	WILLCOX AUTO PARTS INC.	105157	SPARK PLUG IRIIDIUM	03/10/2016	49.01
SANITATION FUND	WILLCOX AUTO PARTS INC.	105572	FREON	03/23/2016	38.51
SANITATION FUND	WILLCOX AUTO PARTS INC.	105943	BRAKE SHOES	03/28/2016	15.34
SANITATION FUND	WILLCOX AUTO PARTS INC.	106315	HOSE END	03/31/2015	48.10
SANITATION FUND	WILLCOX AUTO PARTS INC.	106737	RETAINER, ROD CLIP	04/05/2016	4.73
SANITATION FUND	WILLCOX AUTO PARTS INC.	106811	AIR FILTER, THERMOSTAT GASKET	04/06/2016	73.38
Total 56-40-61000 VEHICLE PARTS & LABOR:					355.36
56-40-62002 TIRES					
SANITATION FUND	W R RYAN - FIRESTONE	T04988	TIRE REPAIR	03/09/2016	24.33
Total 56-40-62002 TIRES:					24.33
BISBEE PUBLIC WORKS GRANTS					
GRANT EXP - PUBLIC WORKS					
57-40-22508 NAD Bank-USDA/RD TINTOWN					
BISBEE PUBLIC WORKS GRANTS	WESTLAND RESOURCES INC	171902024	COLLECTIONS SYS. PROJECT	04/15/2016	2,069.00
Total 57-40-22508 NAD Bank-USDA/RD TINTOWN					2,069.00
QUEEN MINE FUND					
FUND EXPENDITURES					
59-40-11501 STANDARD DISABILITY INSURANCE					
QUEEN MINE FUND	MUTUAL OF OMAHA	518410054	STD/LTD-QUEEN MINE	04/14/2016	68.73
Total 59-40-11501 STANDARD DISABILITY INSURANCE:					68.73
59-40-21000 ELECTRIC					
QUEEN MINE FUND	AZ PUBLIC SERVICE (2 of 3)	035940289-04-	ELEC-HWY 80 QM	04/18/2016	1,427.08
Total 59-40-21000 ELECTRIC					1,427.08
59-40-24000 TELEPHONE & FAX					
QUEEN MINE FUND	CENTURY LINK	406B-04-16	PHONE SERVICES-QM	04/25/2016	136.77
Total 59-40-24000 TELEPHONE & FAX:					136.77
59-40-34100 DOC WORKERS					
QUEEN MINE FUND	AZ STATE PRISON CMPLX-DOU	D04127201803	DOC LABOR CREW/QM	04/05/2016	60.00
Total 59-40-34100 DOC WORKERS					60.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
59-40-37000 PROPERTY, CASUALTY, LIABILITY					
QUEEN MINE FUND	NFP PROPERTY & CASUALTY	16-0408	POLICY RENEWAL	04/08/2016	30,509.02
Total 59-40-37000 PROPERTY, CASUALTY, LIABILITY					30,509.02
59-40-42040 ADVERTISING					
QUEEN MINE FUND	CERTIFIED FOLDER DISPLAY	1155	ADVERTISING	04/07/2016	4,858.53
QUEEN MINE FUND	STEVE MILLER	16-0416	METAL SIGN	04/14/2016	1,325.00
Total 59-40-42040 ADVERTISING					6,183.53
59-40-46591 MERCHANDISE					
QUEEN MINE FUND	PLANET COTTON	90966	MUGS	04/04/2016	166.02
QUEEN MINE FUND	POWER TOURING, LLC	INV-0072	SKULL PATCHES	04/10/2016	568.75
QUEEN MINE FUND	POWER TOURING, LLC	INV-0086	CUSTOM COINS	04/13/2016	2,598.00
Total 59-40-46591 MERCHANDISE					3,332.77
59-40-55100 REPAIR & MAINT - OTHER					
QUEEN MINE FUND	ACE HARDWARE	17599	CHARGER, BATTERY	03/31/2016	51.46
QUEEN MINE FUND	ACE HARDWARE	17603	CLOTH, DUSTBUSTER	04/01/2016	118.10
QUEEN MINE FUND	ACE HARDWARE	17613	BAIT STATION	04/04/2016	7.66
QUEEN MINE FUND	ACE HARDWARE	17636	SPRAYER, PUMP	04/06/2016	38.14
QUEEN MINE FUND	ACE HARDWARE	17680	BULBS AND ACID	04/12/2016	24.09
QUEEN MINE FUND	OLANDER PEST CONTROL SER	QM-32816	PEST CNTRL SRVCS/QM	03/29/2016	50.00
Total 59-40-55100 REPAIR & MAINT - OTHER					287.45
59-40-61000 VEHICLE PARTS & LABOR					
QUEEN MINE FUND	WILLCOX AUTO PARTS INC.	104599	AUTO PARTS	03/11/2016	15.23
QUEEN MINE FUND	WILLCOX AUTO PARTS INC.	104641	AUTO PARTS	03/11/2016	27.38
QUEEN MINE FUND	WILLCOX AUTO PARTS INC.	105251	AUTO PARTS	03/19/2016	21.73
Total 59-40-61000 VEHICLE PARTS & LABOR					64.34
BISBEE BUS FUND					
FUND EXPENDITURES					
96-40-41607 CITY OPERATING EXPENSE					
BISBEE BUS FUND	BISBEE OBSERVER	18219	PUBLIC NOTICE/BUS	04/13/2016	15.43
BISBEE BUS FUND	CDW GOVERNMENT, INC.	CMF0072	ADOBE ILLUSTRATOR	03/22/2016	200.66
BISBEE BUS FUND	CDW GOVERNMENT, INC.	CMT5410	DELL CTO LAT, DELL CTO OPTI I	03/24/2016	1,515.31
BISBEE BUS FUND	CDW GOVERNMENT, INC.	CNB8709	DELL LAPTOP	03/26/2016	138.90
BISBEE BUS FUND	CITY OF DOUGLAS	01-1181	BUS OPERATING SERVICES/MARCH	04/14/2016	20,288.45
BISBEE BUS FUND	M. GREENE PLANNING &	2016-12	TRAINING & TECH ASSISTANCE/5311 GRANT APP	04/26/2016	2,080.00
BISBEE BUS FUND	M. GREENE PLANNING &	2016-7	TRANSIT TRAINING & TECH ASSISTANCE	03/30/2016	715.00
BISBEE BUS FUND	SIERRA VISTA HERALD	16-0414	PUBLIC NOTICE/ BUS BUDGET	04/14/2016	137.82
BISBEE BUS FUND	TRACHTMAN, SEAN	16-0420BUS	IT SUPPORT/BUS	04/14/2016	50.00
BISBEE BUS FUND	TRACHTMAN, SEAN	16-0427BUS	IT SUPPORT/BUS	04/21/2016	25.00
BISBEE BUS FUND	TRACHTMAN, SEAN	16-0427BUS	IT SUPPORT/BUS	04/21/2016	50.00
BISBEE BUS FUND	TRACHTMAN, SEAN	16-0427BUS	IT SUPPORT/BUS	04/21/2016	25.00
BISBEE BUS FUND	WILLCOX AUTO PARTS INC.	104248	AC COMPRESSOR, BELTS, ALTERNATOR	03/08/2016	590.56
BISBEE BUS FUND	WILLCOX AUTO PARTS INC.	104252	AUTO PARTS/CORRECTION	03/08/2016	.80
BISBEE BUS FUND	WILLCOX AUTO PARTS INC.	104346	HOSE, FREON	03/09/2016	33.46
BISBEE BUS FUND	WILLCOX AUTO PARTS INC.	104464	HOSE	03/10/2016	55.12
Total 96-40-41607 CITY OPERATING EXPENSE					25,919.51

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
96-40-52500 PROPERTY, CASUALTY, LIABILITY					
BISBEE BUS FUND	AZ MUNICIPAL RISK RTNTN PO	9975	NEW INSURANCE-BSBUS	03/08/2016	1,927.00
Total 96-40-52500 PROPERTY, CASUALTY, LIABILITY:					1,927.00
Grand Totals:					255,031.68

Dated: _____

Mayor: _____

City Council: _____


City Recorder: _____

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: May 3, 2016☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 26, 2016REGULAR ☐ CONSENT ☒

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐SUBJECT: **APPROVAL OF THE APPOINTMENT OF KAREN SCHUMACHER TO THE
BISBEE ARTS COMMISSION**FROM: **Ashlee Coronado, City Clerk**RECOMMENDATION: **Approve**PROPOSED MOTION: **I move to approve the Appointment of Karen Schumacher to the
Bisbee Arts Commission.****DISCUSSION:****Ms. Schumacher has submitted her application to serve on the Bisbee Arts Commission.****If approved Ms. Schumacher's term will end January 15, 2019.****FISCAL IMPACT: NA****DEPARTMENT LINE ITEM ACCOUNT: NA****BALANCE IN LINE ITEM IF APPROVED: NA**

Prepared by:


Ashlee Coronado, City Clerk

Reviewed by:


Ronald Oertle, Mayor

BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application: 4/26/16*** Board interested to serve:**

- | | | |
|---|---|---|
| <input type="checkbox"/> Airport Advisory Committee | <input checked="" type="checkbox"/> Bisbee Arts Commission | <input type="checkbox"/> Board of Adjustment |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Charter Review Committee | <input type="checkbox"/> Civil Service Commission |
| <input type="checkbox"/> Committee on Disability Issues | <input type="checkbox"/> Community Sustainability Commission | <input type="checkbox"/> Design Review Board |
| <input type="checkbox"/> Employee Council | <input type="checkbox"/> Evergreen Cemetery Committee | <input type="checkbox"/> iBisbee Committee |
| <input type="checkbox"/> Judicial Selection Committee | <input type="checkbox"/> Library Advisory Board | <input type="checkbox"/> Municipal Property Corporation |
| <input type="checkbox"/> Parks and Recreation Committee | <input type="checkbox"/> Planning and Zoning Commission | <input type="checkbox"/> Police and Fire Advisory Committee |
| <input type="checkbox"/> Public Safety Retirement Board | <input type="checkbox"/> Streets and Infrastructure Committee | <input type="checkbox"/> Transit Advisory Committee |
| <input type="checkbox"/> Youth Council | | |

*** Complete One (1) Application for each Board / Commission you wish to serve.**

SCHUMACHER KAREN L
 Last Name First Name Middle Initial
PO BOX 972 Bisbee ARIZONA 85603
 Mailing Address Number Street City State Zip Code

Residential Street Address: 17 Lawson Avenue Bisbee, ArizonaTelephone Number(s): 770.547.6561Email Address: bisbeecraftschool@gmail.com* I have been a resident of Bisbee for 2 years * Are you currently on any Boards? _____

* (Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed):

Educated @ Savannah College of Art and Design
Currently employed as the milliner's assistant
at Ophio that works. Have worked as a couture
sewer and textile worker for 10 years.

Please provide a brief summary of Civic/Volunteer Experience:

I run Bisbee Craft School and have volunteered
at Goar Park lunches.

I have spent my whole life working in the arts and I have decent legal knowledge. I was treated badly at the last BAC meeting and I want to work to make it better.

I am qualified and interested in serving on this Board because:

I am qualified because I am very involved in the Bisbee arts community and it is very interested in making it as good as possible. I am interested because I believe the BAC needs help.

Have you ever been convicted of a felony or misdemeanor by any court or do you have any pending criminal charges against you? ☐ Yes ☒ No If yes, please Explain: _____

WAIVER REQUEST (If Applicable):

I am requesting that the following rule(s) be waived in order to serve on the Commission:

_____ Residency Requirement (Bisbee Resident for less than 1 year)
_____ Length of Service (I have served _____ terms)
_____ Number of Commission Memberships currently served. I also serve on the:

I am requesting this/these waivers for the following reasons for consideration:

I hereby certify and affirm that all the information contained in this application is true, complete and correct. I understand that false or misleading statements or the omission of important information made on this application or any time during the process may disqualify me from volunteer work with the City of Bisbee. I understand that the Mayor and Members of the Council must approve any waiver request.

Signature: K. Settmacher Date: 4/26/14

When complete, please return to:

City Clerk Office 118 Arizona Street Bisbee, Arizona 85603 Fax 520.432.6069 E-mail: acoronado@bisbeeaz.gov
nwilliams@bisbeeaz.gov

**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: May 5, 2016

☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 27, 2016REGULAR ☐ CONSENT ☒

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐

SUBJECT: APPROVAL OF EXTENSION FOR THE PARK, FACILITY, AND RIGHT-OF-WAY
USE PERMIT FOR THE BISBEE FARMERS MARKET FOR USE OF LOWER
VISTA EVERY SATURDAY TO BEGIN MAY 7, 2016 THROUGH DECEMBER 31,
2016

FROM: Nina Williams, Deputy City Clerk

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the Extension of the Park, Facility, and Right-of-
Way Use Permit for the Bisbee Farmers Market for use of Lower Vista
Every Saturday to begin May 7, 2016 through December 31, 2016.

DISCUSSION:

Ms. Laura Smith has submitted an extension of the Park, Facility, and Right-of-Way use Permit to hold the Saturday Farmer's Market in Lower Vista. It is requested to take place every Saturday from May 7, 2016 through December 31, 2016. The hours will be from 7:00am to 2:00pm to allow set-up and breakdown of booths, stands, etc.

Staff has reviewed the Permit and recommends approval.

The permit fee of \$32.50 and the \$50.00 refundable deposit are required. Electricity, Water and Vendor Fees are to be paid on a quarterly basis.

This permit is an extension of the permit submitted in 2015.

FISCAL IMPACT: \$32.50 -with other fees being paid on a quarterly basis

DEPARTMENT LINE ITEM ACCOUNT: 10-34-10880

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by:

Ashlee Coronado
Ashlee Coronado, City Clerk

Reviewed by:

Ronald Oertle
Ronald Oertle, Mayor

RECEIVED

APR 27 2016

Permit No. _____

CITY CLERK'S OFFICE
CITY OF BISBEE

CITY OF BISBEE

PARK, FACILITY AND RIGHT-OF-WAY USE PERMIT

(This permit must be approved by City Council and/or by Parks staff prior to the event)

Permit must be submitted to and approved by the City Council prior to the event. City Council meetings are the first and third Tuesday of each month. **Please note:** your permit application must be submitted to the Public Works / Parks & Recreation Department at least four weeks prior to the next scheduled City Council meeting (before your scheduled event) in order for it to be on the City Council's meeting agenda. If the applicant is proposing to sell liquor at the proposed event, the applicant should allow an additional 10 days for processing of the required State "Special Liquor License." Also: As per section 11.2.9 paragraph G - "All permittees shall be responsible for returning the park, recreational facility or public right-of-way to the same condition in which it existed upon issuance of the permit. If this responsibility is not met, the permittee will be charged at a rate set forth by the City staff and approved by the Mayor and Council". Refer to Section 11.2.9 - "Park and Facility Use" of the City Code for requirements regarding use of City parks and facilities (a copy of the City Code is available at www.cityofbisbee.com, City Hall, or the Copper Queen Library)

If you have any questions regarding this permit application, please contact Lorena Valdez, Public Works at 432-6002 or lvaldez@cityofbisbee.com

APPLICANT INFORMATION

1. Applicant Name: Date: May 8 Date: Dec 31

2. Organization Name: Bisbee Farmers Mkt

3. Mailing Address: 7115 N. Wiggins, McNeal, AZ 85617

Phone # 520-236-8409 Contact name and phone # during event Laura Smith

4. Name and complete description of activity planned (attached separate letter to include breakdown of event and activities and details if more than one activity or if more space is needed).

weekly farmers market with music,
food and educational venue
ADP requesting 6 month extension

5. Approximate Number of Participants and/or Spectators: 100

6. Requested Location of Event: Extension of Bisbee Farmers Mkt from

7. Date(s) of Event: May 8, 7, 2016

8. Hours of Event: Dec 31, 2016

9. Hours of Reservation (with set-up and breakdown) 7-2

10. Request Consumption of Alcohol: _____ Yes ☒ No

11. Request Sales of Alcohol: _____ Yes ☒ No

HOLD HARMLESS AGREEMENT

Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) _____ event the period from (date & time) _____ to _____, the permittee _____ agrees to the following:

1. That the permittee shall defend, indemnify and save harmless the City of Bisbee, its officers, employees, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description arising by reason of any act or commission of the permittee, his agent(s), employees or participants during the event or in consequence of any negligence or carelessness regarding the same.

If Permittee is required to provide insurance:

2. The Permittee's insurance shall be primary.
3. The City of Bisbee shall be named as an additional insured on the permittee's liability insurance coverage for the referenced event, and the Hold Harmless Agreement be endorsed onto said insurance policy.
4. Said liability insurance shall be in an amount no less than \$1,000,000.00 per occurrence.
5. Said insurance shall not be canceled or expired during the term of the event unless a minimum of ten (10) days written notice is given to the Finance Director of the City of Bisbee.

Signature of Permittee or Authorized Representative

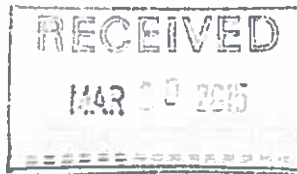
Print Name

Date

COUNCIL ACTION:	
Recommended to:	Approve: _____ Deny: _____
With conditions as noted: _____ _____	
Mayor's Signature:	Date:

RECEIVED

MAR 30 2015

CITY CLERK'S OFFICE
CITY OF BISBEEPermit No. 11-15**CITY OF BISBEE****PARK, FACILITY AND RIGHT -OF -WAY USE PERMIT**(This permit must be approved by City Council and/or by Parks staff prior to the event)

Permit must be submitted to and approved by the City Council prior to the event. City Council meetings are the first and third Tuesday of each month. **Please note:** your permit application must be submitted to the Public Works / Parks & Recreation Department at least four weeks prior to the next scheduled City Council meeting (before your scheduled event) in order for it to be on the City Council's meeting agenda. If the applicant is proposing to sell liquor at the proposed event, the applicant should allow an additional 10 days for processing of the required State "Special Liquor License." Also: As per section 11.2.9 paragraph G - "All permittees shall be responsible for returning the park, recreational facility or public right-of-way to the same condition in which it existed upon issuance of the permit. If this responsibility is not met, the permittee will be charged at a rate set forth by the City staff and approved by the Mayor and Council". Refer to Section 11.2.9 - "Park and Facility Use" of the City Code for requirements regarding use of City parks and facilities (a copy of the City Code is available at www.cityofbisbee.com, City Hall, or the Copper Queen Library)

If you have any questions regarding this permit application, please contact Lorena Valdez, Public Works at 432-6002 or lvaldez@cityofbisbee.com

APPLICANT INFORMATION

1. Applicant Name: Mar 25, 2015 Date: _____
2. Organization Name: Bisbee Farmers Mkt.
3. Mailing Address: 7115 N. Wiggins, McNeal, AZ 85617
 Phone #: 520-236-8409 Contact name and phone # during event LAURA Smith - 520-236-8409
4. Name and complete description of activity planned (attached separate letter to include breakdown of event and activities and details if more than one activity or if more space is needed).
Local produce, meat, honey and baked goods to be sold.
On sight food, live music, Educational booths,
demos, kids art booth, Local agriculture and
sustainability education & demos
5. Approximate Number of Participants and/or Spectators: 100
6. Requested Location of Event: Lower Vista Park
7. Date(s) of Event: Every Sat. except Dec 26, 2015; Jan 2 + 9, 2016
8. Hours of Event: 9am until 1pm
9. Hours of Reservation (with set-up and breakdown) 7am until 2pm
10. Request Consumption of Alcohol: _____ Yes ☒ No
11. Request Sales of Alcohol: _____ Yes ☒ No

SERVICES REQUESTED FROM THE CITY OF BISBEE

(Provide letter with all services that are needed with details of times and locations. City may require services depending on nature of event) See attached service rate sheet.

- \$ _____ ☒ General Electricity access \$10 (CITY, LOWER VISTA, & GRASSY PARKS ONLY),
Band Shell Access \$50 (CITY PARK):
☐ GENERATORS ARE PERMITTED... ALL JUMPING CASTLES MUST HAVE
INSURANCE AND GENERATORS
\$ _____ ☐ Beer Permit (non-commercial permits only) \$10
\$ _____ ☐ Police (escorts, security, road closures, redirecting of traffic): for _____
\$ _____ ☐ Park Public Works staff (example: posting closures of streets/parking, access to
facility/band shell/restrooms, etc): _____

- \$ _____ Other - any additional requests made by applicant or any other conditions set by the
City Council, City Code, ordinance or resolution.

CONDITIONS APPLICANT MUST MEET THAT ARE REQUIRED BY THE CITY OF BISBEE:

- ☐ \$25 non-commercial or \$50 commercial permit fee paid before permit is processed.
☐ \$50.00 refundable deposit paid before permit is processed (if a check is issued, must be "Written separately from other charges") This deposit will be refunded at the completion of the event, provided that the facility has been left in the same, or better, condition as it was at the start of the event. The City will deduct from this deposit any expenses that may be incurred for cleaning or repairing the facility following the event prior to refunding any remaining balance.
☐ Fees for above service requests in the amount of \$ _____ before permit is processed or event can take place.
☐ Business License/Special Event License Fee of \$32.50 paid before permit is processed- where there is a promoter sub-letting booth space to vendors, the promoter will pay a fee of \$32.50 and \$4.00 per vendor per day. The promoter is required to supply a list of vendors which describes the items or service the vendor will be selling and pay all applicable fees prior to the event. Sales tax on all items sold at the City rate will be collected by the City for all sales made by the promoter and all vendors via their State tax forms.
☐ Vendor Fee of \$4.00 per vendor, per day (must be submitted prior to the event).
☐ Certificate of insurance required showing City of Bisbee as additional insured - \$1,000,000 minimum for high risk functions.
☐ County Health Department Food Permit must be attached if serving food or having food vendors. Health Department can be contacted at 520- 432-9472 for more information (This is not a food handler's certificate)
☐ Special Event Liquor License Application submitted to the City Clerks office- required in order to serve or sell liquor from the State of Arizona (Department of Liquor Licenses & Control, Phoenix Office). The sale of or consumption of alcoholic beverages must be approved by the City Council.
☐ Copy of flyers or promotional material associated with this event.

NOTES: 1-THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.

2-IF YOU ARE HAVING A PARTY WITHOUT A PERMIT WITH MORE THAN 50
PEOPLE, CITY STAFF WILL COLLECT THE PERMIT FEE AT THE TIME OF
YOUR PARTY AND PROVIDE YOU WITH A RECEIPT.

CITY OF BISBEE PUBLIC WORKS DEPARTMENT
118 ARIZONA STREET
BISBEE, AZ 85603
(520) 432-6002

APPLICATION FOR SPECIAL EVENT LICENSE

(Please print firmly or type)

- (1) Applicant's Name: LAURA SMITH
- (2) Mailing Address, City, State & Zip: 7115 N. Wiggins
McNeal, AZ 85617
- (3) Business Name: Bisbee FARMERS' MARKET
- (4) Business Address: 7115 N. Wiggins
- (5) City: McNeal State: AZ Zip: 85617
- (6) Business Phone No.: 520-236-8409 Resident Phone No.: _____
- (7) Name of Special Event: Bisbee Farmers Mkt. Date: Every sat morning
- Specify date(s) License needed: Saturday mornings 9-1 Exptl Dec 26, 2015; Jan 2, 9 2016
- (8) Will you be serving food: _____ YES ☒ _____ NO

If yes, do you have a Health Dept. Food Certificate: _____ YES ☒ _____ NO
(A copy of the Cochise County Health Dept. Certificate MUST accompany this application otherwise it will not be accepted)

Fees: Permit fee: \$32.50
Vendor fee of: \$4.00 per day. (When promoter subletting to other vendors)

Total submitted: \$ _____

I, Laura Smith, being first duly sworn upon oath hereby declare, under penalty of perjury, that I am the licensee making the foregoing application and that said application has been read and that the contents thereof and all statements contained therein are true, correct, and complete

Laura Smith
Signature of Applicant

3-25-15
Date

Make checks payable to: City of Bisbee
118 Arizona Street
Bisbee, Arizona 85603

HOLD HARMLESS AGREEMENT

Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) Bisbee Farmers' Mkt event the period from (date & time) 7:00am SAT to 2:00pm SAT., the permittee agrees to the following:

1. That the permittee shall defend, indemnify and save harmless the City of Bisbee, its officers, employees, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description arising by reason of any act or commission of the permittee, his agent(s), employees or participants during the event or in consequence of any negligence or carelessness regarding the same.

If Permittee is required to provide insurance:

2. The Permittee's insurance shall be primary.
3. The City of Bisbee shall be named as an additional insured on the permittee's liability insurance coverage for the referenced event, and the Hold Harmless Agreement be endorsed onto said insurance policy.
4. Said liability insurance shall be in an amount no less than \$1,000,000.00 per occurrence.
5. Said insurance shall not be canceled or expired during the term of the event unless a minimum of ten (10) days written notice is given to the Finance Director of the City of Bisbee.

Laura Smith, Mgr. Bisbee Farmers' Mkt
Signature of Permittee or Authorized Representative

LAURA Smith, Mgr Bisbee Farmers' Mkt 3-25-15
Print Name Date

COUNCIL ACTION:

Recommended to: Approve: ☒ Deny: ☐

With conditions as noted:

Mayor's Signature: [Signature] Date: April 7, 2015

APPLICANT CERTIFICATION

ANY PERSON VIOLATING ANY PROVISION OF THIS ARTICLE SHALL BE GUILTY OF A MISDEMEANOR AND, UPON CONVICTION THEREOF, SHALL BE PUNISHABLE BY A FINE OF NOT LESS THEN FIFTY DOLLARS NO MORE THAN FIVE HUNDRED DOLLARS.

I, Laura Smith certify that I am authorized to sign this agreement and agree to abide by the conditions set forth herein and in the City Code.

Laura Smith
Signature of Applicant/Authorized Party

Mar. 25, 2015
Date

PUBLIC WORKS AND FARMER'S MARKET SUGGESTIONS

The City is requesting that no vehicles be allowed in or on the Park grounds. In exchange, the City would provide designated parking for vendors and Market personnel on the street. (See attached map)

The City will consider blocking off the west side of the Vista Park for vendor parking from Ruppe to Hoatson. The east side will be closed completely from Ruppe to Tener in order to accommodate better pedestrian safety and possible vendor locations. (See attached map)

The Bisbee Farmer's Market has been using the Vista Park for ten (10) years. They have proven themselves as a reliable community partner. In order to continue this mutually beneficial community partnership, Public Works is requesting the City to help with the Farmer's Market operations by allowing them to pay on a quarterly basis.

The payment for the Park Permit of \$50.00 for one (1) year and the Special Event License Fee of \$32.50 for one (1) year have been paid. The \$50.00 Deposit has also been paid and will be held by the City to cover any possible damage during the year. The request for quarterly payments is for vendor amounts, electricity and water, i.e., (54 days x \$10 = \$540.00 for electricity and 54 days x \$10 = \$540.00 for water for a total of \$1,080.00) and (1,620 vendors x \$4 = \$6,480.00), for a total of \$6480.00 + \$1,080 = \$7,560.00—amount to be paid per year or \$1,890.00 approximately per quarter). These numbers are based on projections of vendor participation and may vary.

BISBEE FARMER'S MARKET
VISTA PARK
APRIL 21, 2015 – APRIL 21, 2016

Permit Fee:	\$50.00
Special Event License	\$32.50
Electricity (54 days x \$10.00)	\$540.00
Water (54 days x \$10.00)	\$540.00
Vendor Fees (to be determined based on # of vendors per week)	
(Approximate Total	\$6,480.00)
Refundable Deposit:	\$50.00

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: May 3, 2016☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 26, 2016REGULAR ☐ CONSENT ☒

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐

**SUBJECT: APPROVAL OF A SPECIAL EVENT LIQUOR LICENSE APPLICATION
SUBMITTED BY THE DOUGLAS ARTS & HUMANITIES ASSOCIATION INC.
FOR AN EVENT TO BE HELD AT THE COURTYARD, 18 BREWERY AVENUE,
BISBEE, AZ ON THURSDAY, JUNE 2, 2016 FROM 5:30PM TO 10:00PM;
MATTHEW COOK, APPLICANT.**

FROM: Ashlee Coronado, City Clerk

RECOMMENDATION: Approve the Special Event Liquor License Application

PROPOSED MOTION: I move to approve the Special Event License application submitted by the Douglas Arts & Humanities Association, Inc. for an event to be held at The Courtyard, 18 Brewery Avenue, Bisbee on Thursday, June 2, 2016 from 5:30PM to 10:00PM; Matthew Cook, Applicant.

DISCUSSION:

Mr. Cook has requested approval of a Special Event Liquor License Application for The Douglas Arts & Humanities Association, Inc. for an event to be held at The Courtyard, 18 Brewery Avenue on Thursday, June 2, 2016 from 5:30PM to 10:00PM.

Mr. Cook has indicated that the location will be fenced and that the event will be staffed by two (2) security personnel and barriers will be used to control the movement of pedestrian traffic.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by:

Ashlee Coronado
Ashlee Coronado, City Clerk

Reviewed by:

Ronald Oertle
Ronald Oertle, Mayor

Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix AZ 85007-2934
www.azliquor.gov
(602) 542-5141

FOR DLLC USE ONLY

Event date(s):

Event time start/end:

APPLICATION FOR SPECIAL EVENT LICENSE

Fee= \$25.00 per day for 1-10 days (consecutive)

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. §44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.

The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event. If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see Section 15).

SECTION 1 Name of Organization: DOUGLAS ARTS & HUMANITIES ASSN INC

SECTION 2 Non-Profit/IRS Tax Exempt Number: 86-0339959

SECTION 3 The organization is a: (check one box only)

- ☒ Charitable (501.C) ☐ Fraternal (must have regular membership and have been in existence for over five (5) years)
☐ Religious ☐ Civic (Rotary, College Scholarship) ☐ Political Party, Ballot Measure or Campaign Committee

SECTION 4 Will this event be held on a currently licensed premise and within the already approved premises?

☐ Yes ☒ No

Name of Business

License Number

Phone (include Area Code)

SECTION 5 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation (look in special event planning guide) and check one of the following boxes.

- ☐ Place license in non-use
☐ Dispense and serve all spirituous liquors under retailer's license
☒ Dispense and serve all spirituous liquors under special event
☐ Split premise between special event and retail location

(If not using retail license, submit a letter of agreement from the agent/owner of the licensed premise to suspend the license during the event. If the special event is only using a portion of premise, agent/owner will need to suspend that portion of the premise.)

SECTION 6 What is the purpose of this event? ☒ On-site consumption ☐ Off-site (auction) ☐ Both

SECTION 7 Location of the Event: 18 BREWERY AVE, BISBEE AZ 85603
Address of Location: THE COURTYARD

Street

City

County/State

Zip

SECTION 8 Will this be stacked with a wine festival/craft distiller festival? ☐ Yes ☒ No

SECTION 9 Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Section 1. (Authorizing signature is required in Section 13.)

1. Applicant: Cook MATTHEW ALAN 10/02/1945
Last First Middle Date of Birth

2. Applicant's mailing address: 944 SIMS ROAD, Box 875, BISBEE, AZ 85603-0875
Street City State Zip

3. Applicant's home/cell phone: (520) 508-7449 Applicant's business phone: () SAME

4. Applicant's email address: mattcook24@gmail.com

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
☐ Yes ☒ No (If yes, attach explanation.)
2. How many special event licenses have been issued to this location this year? NONE
(The number cannot exceed 12 events per year; exceptions under A.R.S. §4-203.02(D).)
3. Is the organization using the services of a promoter or other person to manage the event? ☐ Yes ☒ No
(If yes, attach a copy of the agreement.)
4. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.
- Name DOUGLAS ARTS + HUMANITIES Percentage 25%
Address 1139 N G AVE, DOUGLAS AZ
Street City State Zip
- Name THE COURTYARD Percentage 75%
Address 18 BREWERY AVE BISBEE AZ 85603
Street City State Zip
5. Please read A.R.S. §4-203.02 Special event license: rules and R19-1-205 Requirements for a Special Event License.
Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT UNLESS THEY ARE IN AUCTION SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE"
6. What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

Number of Police 2 Number of Security Personnel ☒ Fencing ☒ Barriers

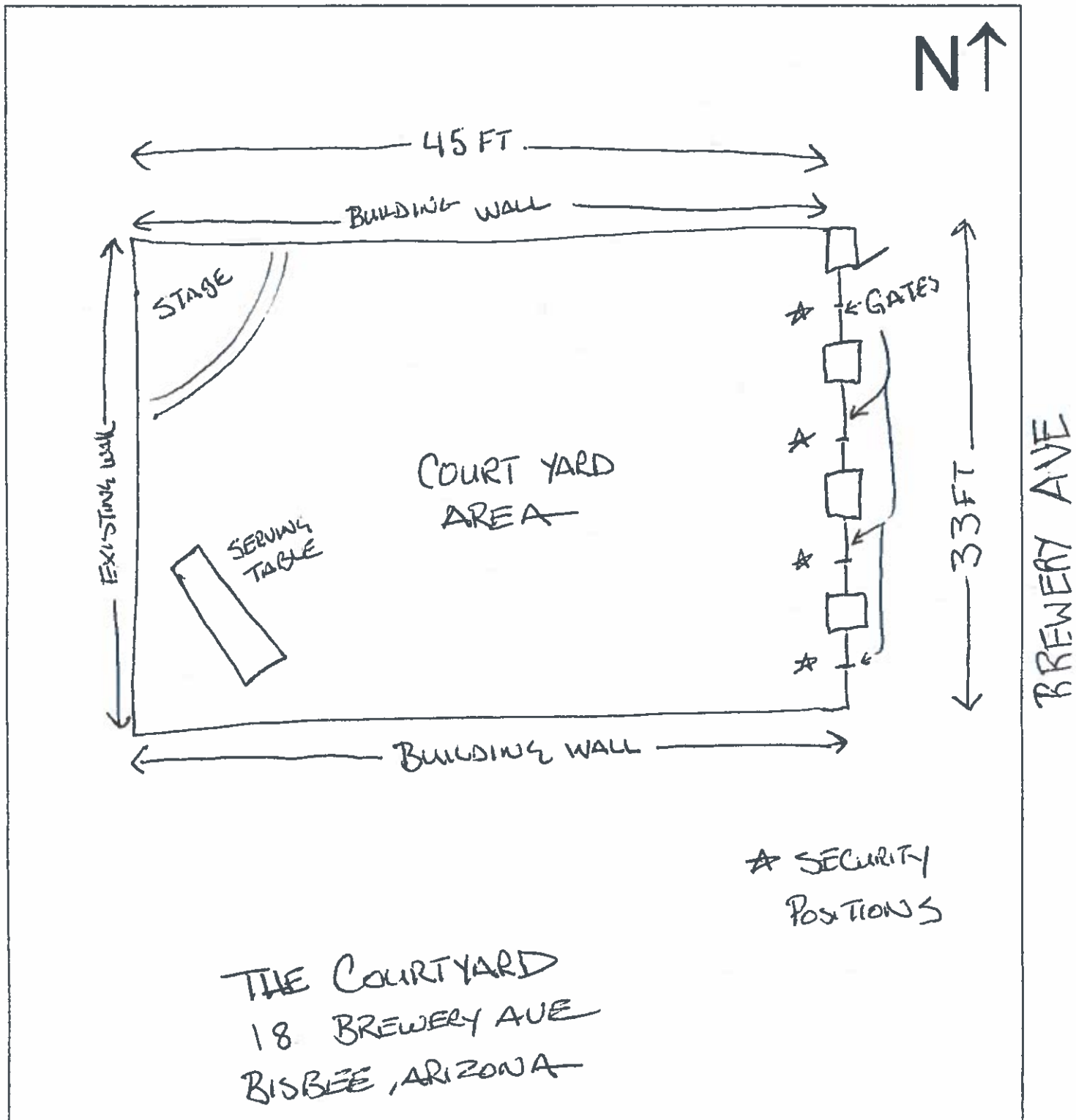
Explanation: _____

SECTION 11 Date(s) and Hours of Event. May not exceed 10 consecutive days. See A.R.S. §4-244(15) and (17) for legal hours of service.

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>June 2, 2016</u>	<u>Thursday</u>	<u>5:30pm</u>	<u>10:00pm</u>
DAY 2:	_____	_____	_____	_____
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



SECTION 13 This section is to be completed only by an Officer, Director or Chairperson of the organization named in Section 1.

I, MATTHEW ALAN Cook declare that I am an OFFICER, DIRECTOR, or CHAIRPERSON
(Print full name)
appointing the applicant listed in Section 9, to apply on behalf of the foregoing organization for a Special Event
Liquor License.

X [Signature] PRESIDENT APRIL 21 (520) 508-4449
(Signature) Title/ Position Date Phone #

The foregoing instrument was acknowledged before me this 21ST DAY of APRIL
State Arizona County of Cochise

My Commission Expires on: 4/21/16
Date

[Signature]
Signature of Notary Public

OFFICIAL SEAL
MOLLY DARLINGTON
NOTARY PUBLIC- State of Arizona
COCHISE COUNTY
My Comm. Exp. May 24, 2016

SECTION 14 This section is to be completed only by the applicant named in Section 9.

I, MATTHEW ALAN Cook declare that I am the APPLICANT filing this application as
(Print full name)
listed in Section 9. I have read the application and the contents and all statements are true, correct and
complete.

X [Signature] PRESIDENT APRIL 21ST 2016 (520) 508-4449
(Signature) Title/ Position Date Phone #

The foregoing instrument was acknowledged before me this APRIL 21ST 2016
Day Month Year

State Arizona County of Cochise

My Commission Expires on: 4/21/16
Date

[Signature]
Signature of Notary Public

OFFICIAL SEAL
MOLLY DARLINGTON
NOTARY PUBLIC- State of Arizona
COCHISE COUNTY
My Comm. Exp. May 24, 2016

The local governing body may require additional applications to be completed and submitted. Please check with
local government as to how far in advance they require these applications to be submitted. Additional licensing
fees may also be required before approval may be granted. For more information, please contact your local
jurisdiction: http://www.azliquor.gov/assets/documents/homepage_docs/spec_event_links.pdf.

SECTION 15 Local Governing Body Approval Section

I, _____ recommend ☐ APPROVAL ☐ DISAPPROVAL
(government official) (Title)

on behalf of _____
(City, Town, County) Signature Date Phone

FOR DEPARTMENT OF LIQUOR LICENSES AND CONTROL USE ONLY

☐ APPROVAL ☐ DISAPPROVAL BY: _____ DATE: _____



AGENDA ITEM NUMBER 3

REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 3, 2016

☒ Regular ☐ Special

DATE ACTION SUBMITTED: April 27, 2016

REGULAR ☒

CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐

ORDINANCE ☐

FORMAL ACTION ☒

OTHER ☐

SUBJECT: PRESENTATION OF A CHECK FROM THE BISBEE FOUNDATION EVERGREEN CEMETERY ENDOWMENT TO THE CITY OF BISBEE FOR DESIGN AND PRINTING OF AN EVERGREEN CEMETERY VISITOR BROCHURE.

FROM: Ronald Oertle, Mayor

RECOMMENDATION: Presentation Only

PROPOSED MOTION: Presentation Only

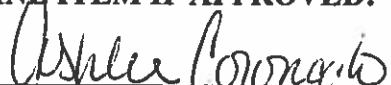
DISCUSSION:

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:



Ashlee Coronado
City Clerk

Reviewed by:



Ronald Oertle
Mayor

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: May 3, 2016☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 27, 2016REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE RECOMMENDATION FROM SHAR PORIER, BISBEE ARTS COMMISSION LIAISON TO CITY COUNCIL TO FUND 8 GRANT APPLICATIONS TOTALING \$5,000 FROM THE BISBEE ARTS COMMISSION FUND

FROM: Shar Porier, Bisbee Arts Commission Liaison

RECOMMENDATION: At the discretion of Mayor and Council

PROPOSED MOTION: I move that we approve the 8 Grant Applications totaling \$5,000.00 from the Bisbee Arts Commission Fund.

DISCUSSION:

Copies of the supporting materials are attached. These are individual applications which may be approved or disapproved on the respective merits of each application.

FISCAL IMPACT: \$5,000**DEPARTMENT LINE ITEM ACCOUNT:** 42-40-46000**BALANCE IN LINE ITEM IF APPROVED:** \$18,086.44

Prepared by:


Shar Porier,
Program/ Grants Admin.

Reviewed by:


Jestin Johnson,
City Manager

RECEIVED

MAR 1 / 2016

CITY CLERK'S OFFICE
CITY OF BISBEE

2016 Merit Based Art Funding Application

You must bring 8 copies of all completed forms to be considered.

Organizational Name: *The Bisbee Radio Project, Inc. (KBRP)*

Project Director: *Ryan J. Bruce, Executive Director*

Address: *94 Main Street/ P.O. Box 1501, Bisbee, AZ 85603*

Email: *ryan@kbrp.org*

Phone: *520-227-6547*

Number of Years Living in Bisbee: *Formed in 1997/On-Air 2004*

Project Description:

In 2014, The Bisbee Radio Project, Inc. (KBRP) created the Bisbee Blues Foundation to provide a long-term home for the Bisbee Blues Festival. As a 501c3 arts and culture-based non-profit, KBRP's mission-driven focus informed the goals and priorities applied to the future of the Bisbee Blues Festival.

The result of this strategic focus yielded Blues Village, an arts and education component to the festival. Blues Village is a free, daylong event that provides for artistic performance, workshops, and community collaboration.

Last year, Blues Village featured educator-led workshops in music history, performance, instrument-making, singing, songwriting, recording, and dance. The event also included local musical acts performing throughout the day including the Cholla High School Blues Standard, Keith Allen Dennis, The Clouds from Agua Prieta, and multiple acts from Naco, Sonora. These educators and performers were compensated for their time through the sponsorship provided by the Bisbee Arts Commission.

Blues Village also collaborated with two outside organizations to provide additional public benefit. The Mexican Consulate in Douglas, Arizona worked together with KBRP to host the Naco Folklorico dancers in recognition of Mexican Independence Day on Wednesday, September 16th 2015. KBRP also partnered with LEAP (Learning Experiential Activities Programs) to make a wide array of musical instruments available for children to use during the event.

More than 300 individuals participated in both the 2014 and 2015 Bisbee Blues Village and all events during these arts and education days were made free and open to all. The intention was to create a family atmosphere where students from Bisbee and Cochise County were the beneficiaries. Based upon the successes of this program, KBRP is committed to continuing this event. The goal of Blues Village will be to provide for long-term community impact and provide a basis for future musical programming events and youth music education in Bisbee and the Bisbee school system.

This year, KBRP hopes to expand upon this success at the 3rd Annual Bisbee Blues Village on Sunday, September 11th, 2016. The event will again feature workshops, performances, and community collaborations. The hope is to expand the focus of the event to increase attendance and participation.

While this is not a standard grant request as the Bisbee Arts Commission receives extensive promotion as an event sponsor, KBRP felt it was important to submit this proposal during the formal grant process in order to secure funding early and to make sure the request was given full consideration.

KBRP is requesting support for the 2016 Bisbee Blues Village in the amount of \$2,000, the amount awarded in 2014. KBRP is committed to increasing overall event sponsorship to expand upon the success in 2014 and 2015. The Bisbee Arts Commission will be one of more than 15 individual and business sponsors, which will allow the event to diversify community support and provide for the financial support necessary to keep the event free and open to the public.

Community collaboration will again play an important role in the Bisbee Blues Village. KBRP hopes to include Cochise College, University of Arizona South, the Bisbee Unified School District, the Boys and Girls Club of Bisbee, the Mexican Consulate, and Central School Project as project partners.

To this end, KBRP is excited to announce the integration and partnership of Bisbee LEAP into the programming of the Bisbee Royale and the Bisbee Blues Village. On March 13th, 2016, the Bisbee LEAP Board of Directors voted to move operations into the Bisbee Royale and conduct all activities from this location. In addition, KBRP is working together with Bisbee LEAP to expand the Blues Village as outlined in the Bisbee Blues Foundation's development plan.

While the 2016 Bisbee Blues Village can certainly take place with reduced funding from the Bisbee Arts Commission, KBRP believes it is important to maintain an active relationship with the Commission as this project moves forward. As the organization that created the Bisbee Blues Festival, the Bisbee Arts Commission can continue to be involved as the event expands and evolves to serve a larger audience that is focused on the residents of Bisbee and Cochise County.

Use additional sheets as needed for description.

Grants will be awarded based on the merit of the application as recommended by the majority of the members of the BAC. This recommendation will then be reviewed by the Bisbee City Council for final approval. Previous funding recipients must have their final report on file before a new application will be accepted. Questions, email Corinna Carbajal at the City of Bisbee, Community Development Department at ccarbajal@cityofbisbee.com or (520) 432-6016.

2016 Merit Based Art Funding Application – Budget

Name of Applicant: *The Bisbee Radio Project, Inc. (KBRP)*

Project: *3rd Annual Bisbee Blues Village – Sunday, September 11, 2016*

Budget – Please provide detail under each category that applies. Add more rows and categories as is appropriate for your application.

Item Description	Total Cost	Amount Requested From BAC	Amount From Other Source	Name of Other Source
Artist Fee	\$1,800.00	\$600.00	\$1,200.00	Sponsor / KBRP
Artist Travel	\$250.00	\$125.00	\$125.00	Sponsor / KBRP
Equipment	\$1,250.00	\$375.00	\$875.00	Sponsor / KBRP
Marketing	\$2,000.00	\$375.00	\$1,625.00	Sponsor / KBRP
Space Rental	\$400.00	\$0.00	\$400.00	KBRP
Supplies	\$1,500.00	\$475.00	\$1,025.00	Sponsor / KBRP
Other	\$250.00	\$50.00	\$200.00	KBRP
TOTAL	\$7,450.00	\$2,000.00	\$5,450.00	

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, canceled checks, and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award. I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

Funds received may be subject to 1099 tax reporting requirements.

Ryan J. Bruce

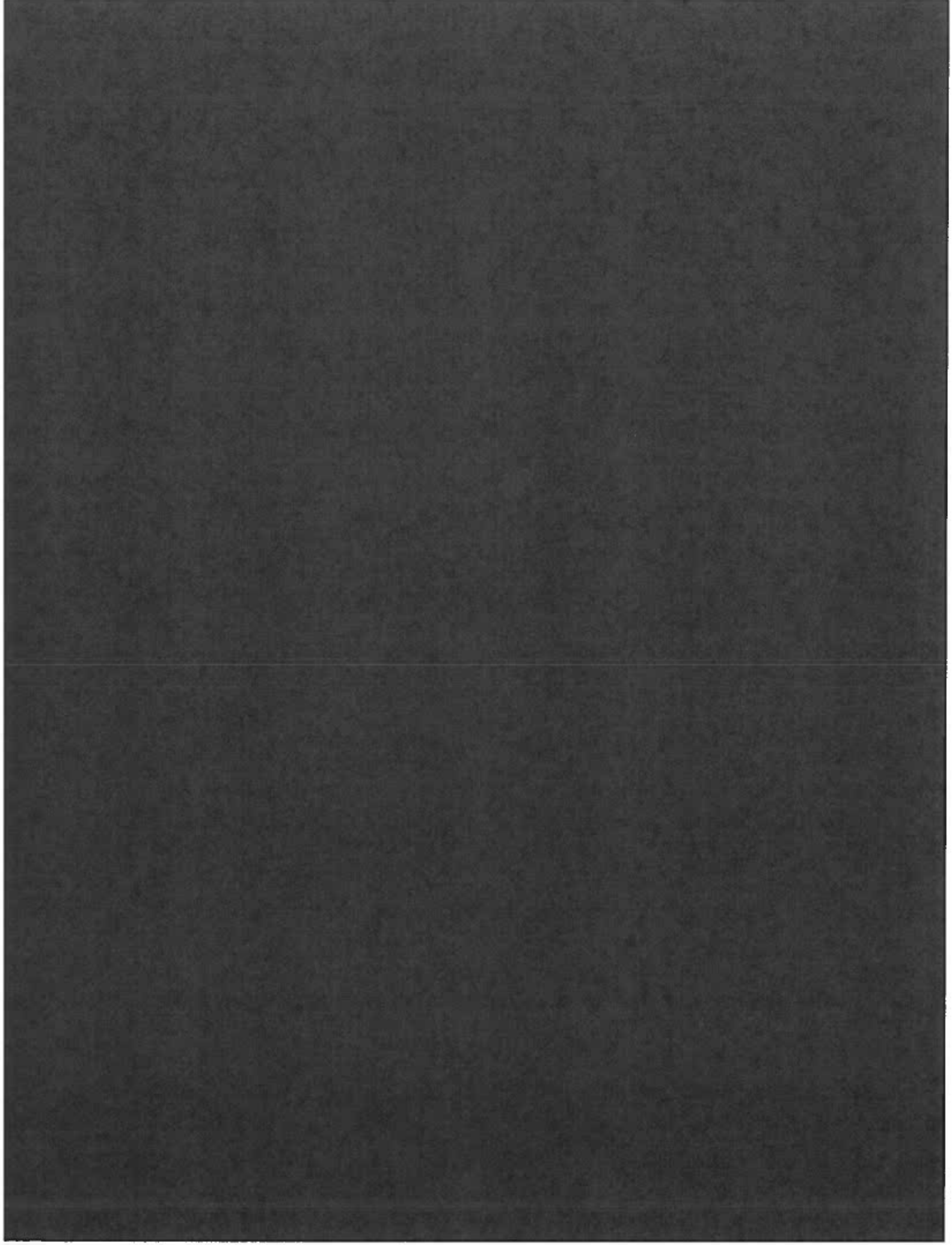


03/16/2016

Typed of Printed Name

Signature

Date





Merit Based Art Funding Application



Name of Applicant: Friends of the Copper Queen Library/Joan Reichel, Board President
email address: Address: P. O. Box 1516, Bisbee AZ 85603
Number of Years in Bisbee: 20 +
Phone Number: Home: (520)432-2732 cell: (520)249-7584

RECEIVED

MAR 17 2016

CITY CLERK'S OFFICE
CITY OF BISBEE

4:55pm

Project Name: Copper Queen Library Summer Reading Program "Read Our Town"
Project Description:

\$500 BAC Request for Art materials and support for partial funding of the Art Class part of the Summer Reading Program, Plein Air, Photography, and Poetry

The Copper Queen Library Summer Program (SRP) 2016, is called "Read Our Town" this year, bringing the library out of the library in a series of field trips and activities in our city parks and public spaces.

We have set a goal to give every child a new book, every week for eight weeks, to take home this summer. The books will be both fiction and non-fiction, and for all reading levels, that are complimentary to the weekly program they attend.

Summer Reading Program is free and open to all age groups, but pre-registration will be strongly recommended for incentives, including books and backpacks, and required for field trips. The program is being redesigned with a goal of reaching 200-300 students throughout the summer program. The 2016 program, "Read Our Town", will offer multiple classes, in the library, and field projects, taking the reading program into the city parks and environs, including photography, plein air painting, dramatic theater, poetry, horticulture, & physical sciences.

The field trip program schedule will occur Wednesdays for 8 weeks during June and July, with a field trip class and a library class on Wednesdays. Field trips include a dramatic theater workshop in the City Park Bandshell, a horticulture collection walk through the LaVerne Williams Arboreal Park, Plein Air Painting in Grassy Park, a tour of the Waste Water Treatment Plant, Rock and Mineral collection in the Copper Queen Mine Tour, Alphabet/Signage Search photography on Main St., Found Poetry, and Spoken Word Writing/Performance in Warren Ballpark. Classes include arboreal collection book making, Book Spine Poetry, Bookmark Making, Photography, Sewing Alphabets for pre-school-4th gr. students, Unique Book Arts, Painting, and Free Write/Creative Writing.

All projects will be documented and digitally recorded to create several projects by the end of the summer program. The art and photography classes will culminate in a public art show hung at the Copper Queen Library. All the writing projects will be collected along with the art and produced as a free chapbook for all of the students and the citizens of Bisbee.

City of Bisbee Public Works will be sponsoring the transportation and drivers for the field trip part of the program this year, in order to bring the Library into the town and add incentive to "Read Our Town". Additional funding/support comes from the City of Bisbee Public Works, The Friends of the Copper Queen Library, Cochise County Library, Boys and Girls Club of Bisbee (BGCB), and additional volunteers providing service hours.

Artistic Merit: Bisbee has had a long and rich history of Art and giving the Bisbee Youth, ages K-12, additional art classes and resources during the summer is invaluable. The ability to not just learn and create art, but have it publicly recognized is a wonderful tool in education and inspires the rest of the community in supporting the arts.

Audience: The audience is the entire City of Bisbee, all of the CQL Patrons, as well as visitors to our city.

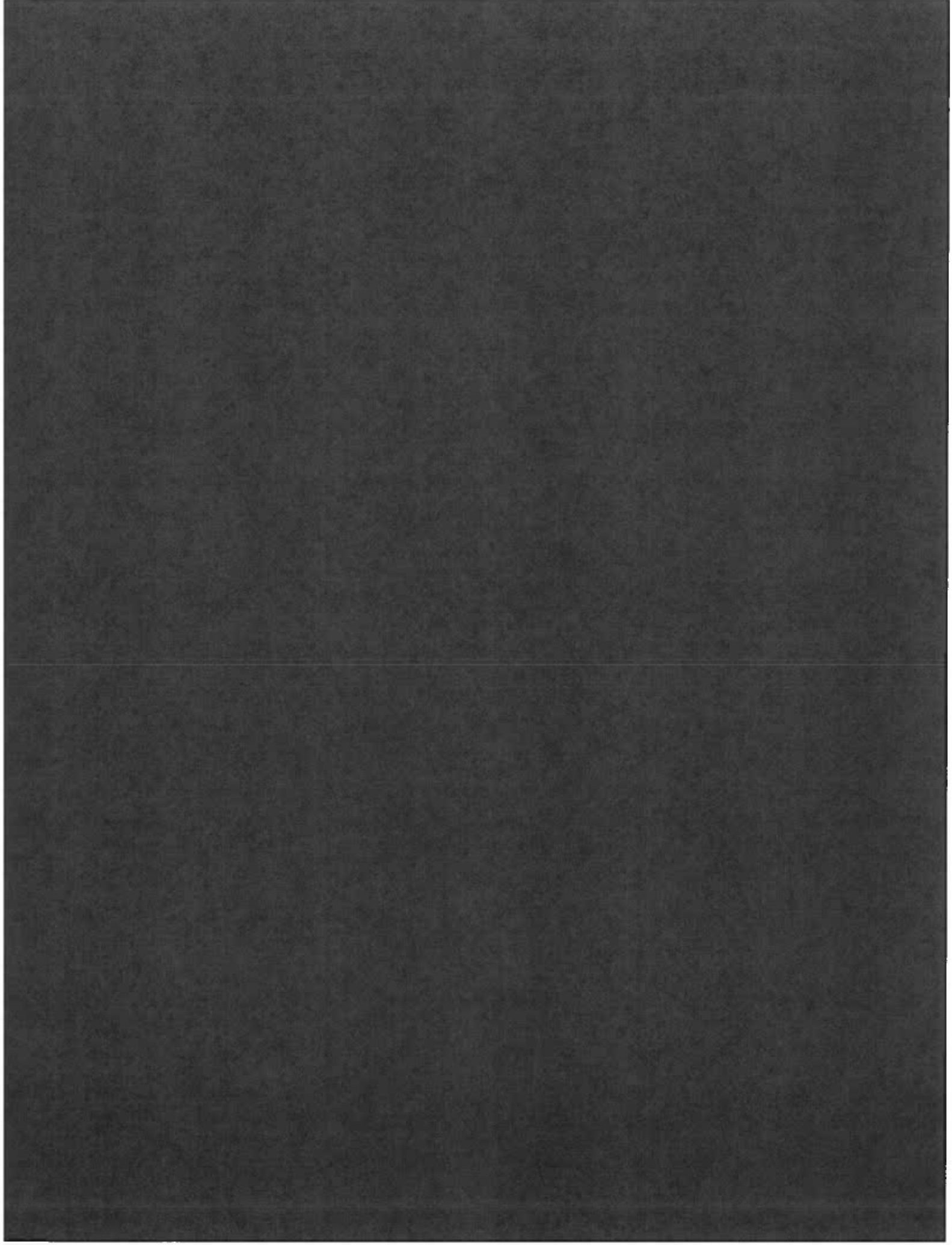
Financial Viability: The Library program is funded in part by The City of Bisbee, The Friends of the Copper Queen Library, the Cochise County Library, as well as other smaller grants. The program is free to all youths in Bisbee.

Materials: 50 canvases for plein air painting, 25 small art kits to take home as art incentives, 5 small digital cameras that will stay in use at the Copper Queen Library throughout the year, frames and printing of photographs

Biography: The Friends of the Copper Queen Library exists to support the needs of the City of Bisbee's Library.

Budget:

50 canvases	\$175.00
printing photographs	\$75.00
digital cameras	\$150.00
frames	\$100.00
total request from BAC:	\$500.00
 Total budget of Art Classes:	 \$1300.00



Merit Based Art Funding Application - You must bring 8 copies of all completed forms to be considered.

Name: Kathy Sowden Email Address: fkeepers@cableone.net

Address: 3405 W Hwy 80 Bisbee, AZ 85603

Numbers of Years Living in Bisbee: 11 Phone: (520) 432-2900

Project Description:

see attached

Use additional sheets as needed for description.

Grants will be awarded based on the merit of the application as recommended by the majority of the members of the BAC. This recommendation will then be reviewed by the Bisbee City Council for final approval. Previous funding recipients must have their final report on file before a new application will be accepted. Questions, email Corinna Carbajal at the City of Bisbee, Community Development Department at ccarbajal@cityofbisbee.com or (520) 432-6016.

Merit Based Art Funding Application

Name of Applicant: Kathy Sowden

PROJECT: Bisbee Plein Air Festival 2016

BUDGET - Please provide detail under each category that applies. Use additional sheets to add more rows and categories as is appropriate for your application.

Item Description	Total Cost	Amount requested from BAC	Amount from other Source	Name of other Source
Artists Fees	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Artists Travel	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Equipment	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Marketing	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Space Rental	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Supplies	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Other	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, cancelled checks and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award.

I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

Funds received may be subject to 1099 tax reporting requirements.

Kathy Sowden

Typed or printed name

Kathy Sowden

Signature

3-19-16

Date

PROJECT DESCRIPTION

This is a collaborative project between Central School Project and the Bisbee After 5 Art Walk. In October 2015, for the first time in 5 years, our two organizations held a Plein Air Competition and had 31 entrants from all over Arizona, including many Bisbee Artists. The event was held in October but due to the many competing events in that month, we have moved the Plein Air Competition to the second Saturday in May. We have also adjusted some of our advertising to appeal to art buyers and will be promoting a "Wet Paint Sale" following the awards ceremony in hopes of reaching larger crowds and assisting the artists in selling their art. We must reach two audiences with our advertising: artists and art buyers.

Artists may begin painting as early as Friday, May 13th and set up for the competition in Grassy Park will begin at 3pm Saturday. Central School Project will process the payments for paintings and CSP and Bisbee After 5 will receive 35% of the proceeds and ensure the artists receive 65% of the selling price. The schedule of events follows:

Friday, May 13th

8:00 a.m. to 5:00 p.m. Registration and stamping of canvas at Bisbee Books & Music in the Convention Center. Artists can begin painting after canvases are stamped. Artists may paint anywhere in Old Bisbee.

Saturday, May 14th

8:00 a.m. to noon Registration and canvas stamping continues at Bisbee Books & Music.

2:00 to 3:00 p.m. Artists set up paintings to be judged and to sell in Grassy Park. Artists must bring their own easels or stands for display of their work.

3:00 – 5:00pm Judging begins. Artists are invited to visit the galleries and relax during the judging. Monitors will oversee the security of the paintings at this time. Paintings may be purchased at this time but may not be removed until after the Awards Ceremony.

4:00 to 6:30 p.m. Live Music

5:00 p.m. Awards presented in Grassy Park

5:00 – 6:30 pm WET PAINT SALE in Grassy Park

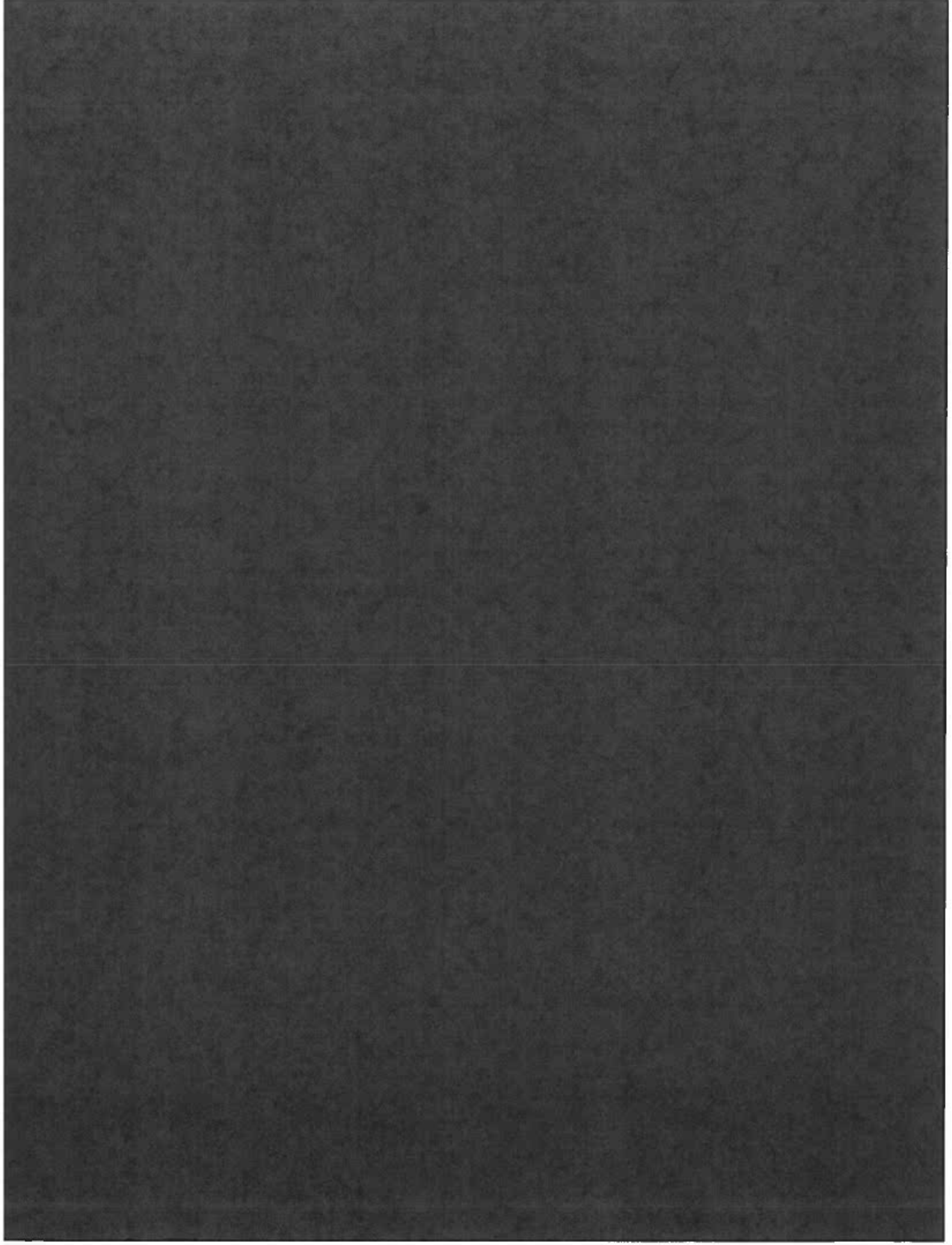
5:00 to 8:00 p.m. Bisbee after 5 Gallery Walk. Galleries on Main Street will be open & serving refreshments.

Bisbee After 5 members will assist in coordinating and promoting the event with the assistance of CSP. CSP will provide volunteers for the day of event.

This project promotes Bisbee as an arts community and provides an event that is free to the public. It also allows Bisbee artists to commune with artists from other areas of Arizona. Since the event is held on a Bisbee After 5 Artwalk weekend, there will be even more art lovers in town to enjoy the event. The Grassy Park venue is very visible to the public attending the art walk. We hope that this will be an on-going event and that we can garner community support to continue. Without City funding, we will have to reduce our artist and promotional outreach. We hope to raise some money this year so we can have some in reserve for next year's event.

Merit Based Art Funding
Applicant: Kathy Sowden, Bisbee After 5
Project: Bisbee Plein Air Festival 2016

	Total Cost	BAC Request	Other Requests	Other Source
Artists Fees	1500	0	1500	
Lodging - Judges	500	0	500	Community Donations
Gift Baskets - Judges	100	0	100	Community Donations
Meals - Judges	200	0	200	Community Donations
Cash Prizes - Artists	700	0	700	Bisbee Foundation/Womens Club
Artists Travel	200	0	200	
Travel - Judges	200	0	200	Registration Fees
Equipment	100	0	100	
Chair and Table Rental	100	0	100	CSP
Marketing	1150	1150	0	
Graphic Design - web/print	350	350	0	BAC
Printing	250	250	0	BAC
Advertising	400	400	0	BAC
Space Rental	85	0	85	
City Permits	85	0	85	CSP/BA5
Other	1300	0	1300	
Entertainment	300	0	300	Womens Club
Labor for Event	1000	0	1000	CSP/BA5
TOTAL	4185	1000	3185	



Merit Based Art Funding Application - You must bring 8 copies of all completed forms to be considered.

Name: Bisbee Community Chorus Email Address: bisbeechorus@gmail.com

Address: PO Box 5317, Bisbee, AZ 85603

Numbers of Years Living in Bisbee: 28 Phone: (520) 226-0227

Project Description:

Once again we are asking the Arts Commission's help in funding our sponsorship of the Tucson Symphony Orchestra coming to Bisbee. This concert will be held on November 3, 2016 with Bisbee High School auditorium as the tentative venue. The chorus has brought the symphony to Bisbee each year for more than 10 years, and the concert is always looked forward to by music lovers in the community.

This will be another fiscal year with the symphony making two trips to our community. In the 2015 fiscal year there were no TSO appearances in Bisbee, but in 2014 the orchestra performed here twice - in March and then again in November. The shortened interval increases the difficulty of our raising funds. In most seasons we have two concerts in the fall before hosting the orchestra in the early spring. Those concerts give us the opportunity to publicize the TSO concert. When the TSO concert is our first event of the season it is much more difficult to generate interest so outside funding is more critical than ever. The change in date also eliminates the "snow bird" audience that is critical not only to the financial health of the chorus, but also to the financial health of the entire community.

Changing the venue from St. Patrick's Parish to the high school has resulted in our having to cancel the afternoon concert. Many of the students who attended the 4 pm concerts at the church came in groups directly from school, often using school buses for transportation. That arrangement is not possible with a single 7 pm concert. Therefore we are already contacting teachers, school districts, home school organizations, and young people's organizations in the county to generate enthusiasm and get commitments to increase the number of students at the concert. For many students this is their only opportunity to hear a symphonic orchestra. And as always, all young people are admitted free.

(continued)

Use additional sheets as needed for description.

Grants will be awarded based on the merit of the application as recommended by the majority of the members of the BAC. This recommendation will then be reviewed by the Bisbee City Council for final approval. Previous funding recipients must have their final report on file before a new application will be accepted. Questions, email Corinna Carbajal at the City of Bisbee Community Development Department at ccarbajal@cityofbisbee.com or (520) 432-6016.

RECEIVED

MAR 17 2016

CITY CLERK'S OFFICE
CITY OF BISBEE

Merit Based Art Funding Application

Bisbee Community Chorus

Project Description (continued)

Most of the more than 270 attendees at the concert this February were from Bisbee, but there were also a significant number from Sierra Vista, the Sulphur Springs Valley, Hereford/Palominas, as well as Patagonia and Portal. Many people from throughout the county look forward to coming to Bisbee for the concert - and going out to dinner and doing a little shopping while they're here.

If we are not awarded a lesser amount or if we are not awarded a grant at all we will still host the Tucson Symphony Orchestra November. In any case, we are continuing to try to find additional sources of funding including enhancing the donor program, and researching other grants and awards. We do have some reserves and could use those in the event we fall short through ticket sales and grants. We cannot, however, continue to do that and maintain the financial viability of the chorus. This past summer, because decreasing income and increasing expenses, we seriously discussed the possibility of disbanding the chorus. None of us want to do that, and we don't think the community wants that to happen either. The sponsorship of the Tucson Symphony Orchestra concert in Bisbee is the largest expenditure that we have. We sincerely hope, with your support, we can continue bringing the orchestra to Bisbee in the years to come.

Merit Based Art Funding Application

Name of Applicant: Bisbee Community Chorus

PROJECT: Tucson Symphony Orchestra concert in Bisbee, November 3, 2016

BUDGET - Please provide detail under each category that applies. Use additional sheets to add more rows and categories as is appropriate for your application.

Item Description	Total Cost	Amount requested from BAC	Amount from other Source	Name of other Source
Artists Fees	\$ 7,000.00	\$ 2,000.00	\$ 5,000.00	
	\$ 2,000.00	\$ 2,000.00		
	\$ 5,000.00		\$ 5,000.00	Ticket sales, Bisbee Fdr
Artists Travel	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Equipment	\$ 100.00	\$ 0.00	\$ 100.00	
Miscellaneous	\$ 100.00	\$ 0.00	\$ 100.00	Ticket sales
	\$ 0.00	\$ 0.00	\$ 0.00	
Marketing	\$ 450.00	\$ 0.00	\$ 450.00	
Posters, newspaper, etc.	\$ 450.00	\$ 0.00	\$ 450.00	Ticket sales
	\$ 0.00	\$ 0.00	\$ 0.00	
Space Rental	\$ 450.00	\$ 0.00	\$ 450.00	
Rehearsal	\$ 200.00	\$ 0.00	\$ 200.00	Ticket sales
Venue	\$ 250.00	\$ 0.00	\$ 250.00	Ticket sales
Supplies	\$ 75.00	\$ 0.00	\$ 75.00	
	\$ 75.00	\$ 0.00	\$ 75.00	Ticket sales
	\$ 0.00	\$ 0.00	\$ 0.00	
Other	\$ 250.00	\$ 0.00	\$ 250.00	
Potluck, etc.	\$ 50.00	\$ 0.00	\$ 50.00	Ticket sales
Rehearsal director	\$ 200.00		\$ 200.00	Ticket sales
TOTAL	\$ 8,325.00	\$ 2,000.00	\$ 6,325.00	

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, cancelled checks and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award.

I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

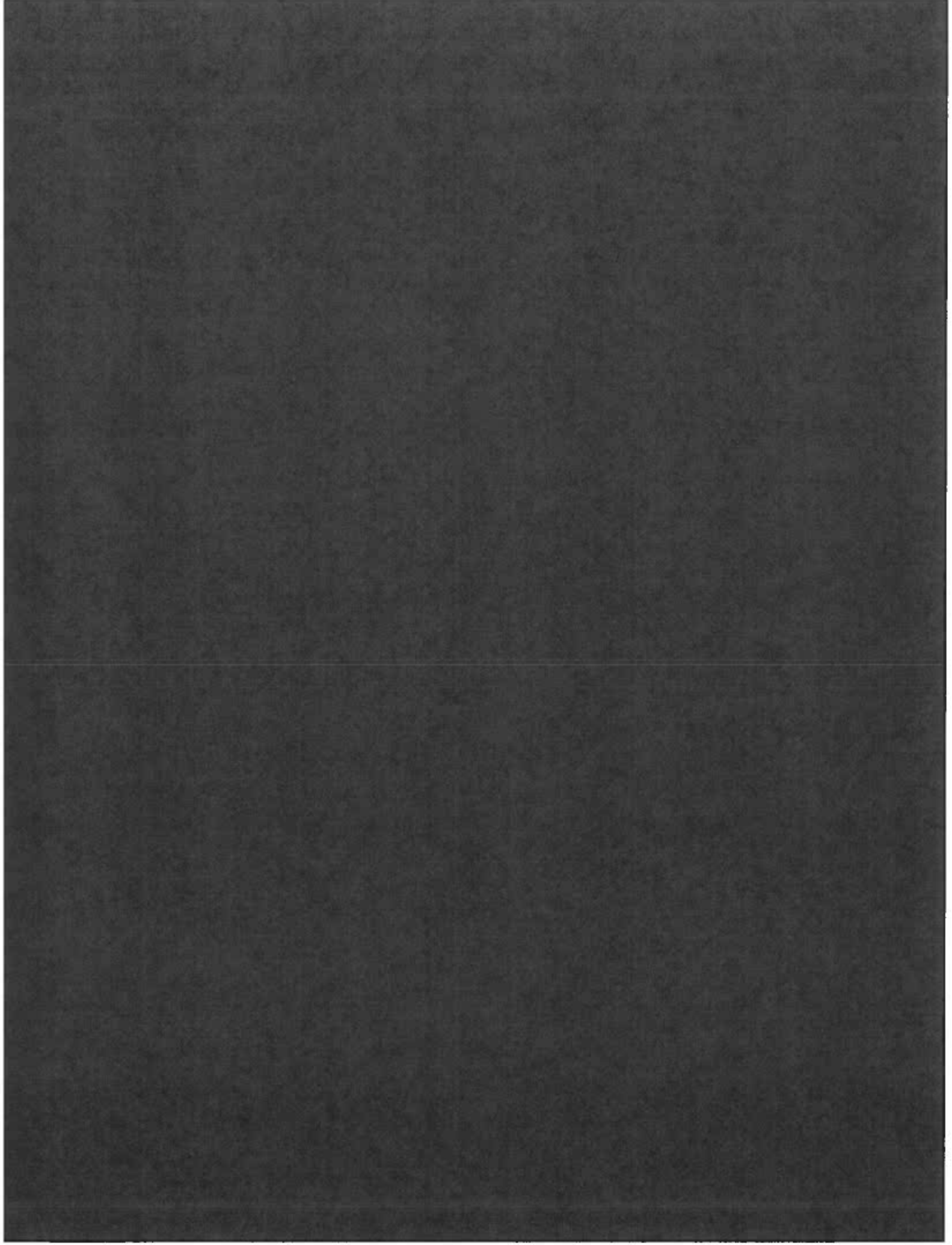
Funds received may be subject to 1099 tax reporting requirements.

Sherry E Hayes

Typed or printed name


Signature

3/12/16
Date





Merit Based Art Funding Application

MAR 15 2016

CITY CLERK'S OFFICE
CITY OF BISBEE



The Bisbee Arts Commission is charged by the Mayor and Council to make merit based recommendations to the Council regarding the funding of eligible art based projects. The goal is to enhance the arts in the Bisbee community and support a representative cross- section of each of the following artistic disciplines:

1. Visual Arts: Painting, Sculpture, Fiber Arts, Photography etc.
2. Performing Arts: Theatre, Live Poetry, Puppetry, Spectacle, Dance, etc.
3. Music/Film Video: Concerts and Recorded Media.
4. Arts Education and Children's Art: Classes, Demonstrations, Workshops, Displays etc.
5. Bisbee Arts Promotion: Programs for Artist promotion, exposure and encouragement.
6. Public Art: temporary and permanent.

There are three steps to the funding process:

1. Fill out the application which includes three simple parts:
 - a. Your personal information.
 - b. Project description
 - c. Budget

You can download this application form or pick up a packet at Bisbee City Hall.

2. **YOU MUST PROVIDE 8 COMPLETE COPIES AT THE TIME OF SUBMITTAL**
3. Submit a final report within 30 days when you complete your project.

Requirements

1. The primary audience for the work must be Bisbee residents.
2. The project must stand alone as an artist endeavor aimed at a public audience. This program would not pay to provide artistic entertainment for a non-artistic industry convention or event.

Priorities

- Children's programs.
- Programs that build the health of the entire Bisbee art community.
- Free public access to Bisbee residents.
- Public art.

Considerations

- Size of your audience. The more Bisbee residents that get to enjoy your project the better.
- Artistic merit. Tell us why/how your project will enrich our community artistically.
- Will your project have long-term impact or be on-going?
- If your project will continue into the future, do you have a plan to make it financially self-supporting? Please explain how.
- What other financial, material, and personal support have you enlisted to help make your project a success?
- Will your project be possible without City funding? What if you are not granted the full amount you are asking for?

The **Budget** you outline may be the largest deciding factor in the success of your application. We need to clearly understand how, why, and to what effect this public money will be spent. Spend the time to figure out how much each line item in your budget will really cost. Overestimating your budget may hurt your chances, but under budgeting is a more common error people make in applying for grants. A clear and realistic estimate for what you need has the best chance of getting approved – there are other funds out there! The best applications have more than one means of support.

Final Report

Included in the application is a Final Report form. This is a description of how your project went for the BAC's records. We want to see that your project was completed and how you actually spent the money. This is a critical step to insure that these public funds are being spent as they were intended. **Failure to submit a complete final report within 30 days of project completion will disqualify you from applying for future City funding.**

Merit Based Art Funding Application - You must bring 8 copies of all completed forms to be considered.

Name: Karen Schumacher Email Address: bisbeecraftschool@gmail.com

Address: 18 Clawson Avenue Bisbee, Arizona 85603 / P.O. Box 972 Bisbee, Arizona 85603

Numbers of Years Living in Bisbee: 2 years Phone: 770.547.6561

Project Description:

The project proposed for funding from the Bisbee Arts Commission is a 2017 Bisbee Artists Calendar published by Bisbee Craft School. We are requesting \$750 for this project, which is about half of the estimated cost for the full project. \$500 of the proposed Bisbee Arts Commission grant would go towards paying the photographer of the project, with the additional \$250 going towards printing of the finished calendar.

This calendar will highlight 12 of the most prominent Bisbee artists with each calendar month showing a picture of a different Bisbee artist working in their individual studio. A local photographer, Zoya Reyna, will be used to take the pictures of the artists. Examples of her previous work can be seen at www.facebook.com/PhotosByZoya/. Once the photos are complete, Karen Schumacher, the grant applicant, will design the calendar as an in-kind donation to the project and have them printed online to be sold through the Bisbee Craft School website, www.bisbeecraftschool.org; and at different retail locations in Bisbee.

This calendar will promote the individual Bisbee artists chosen to participate, and promote Bisbee as a whole as an epicenter for Southwestern arts by offering a way for locals and non-locals to take a part of the Bisbee art community home with them. After initial costs that were not funded by the Bisbee Arts Commission are recouped, it could also offer some on-going supplemental funding to Bisbee Craft School. Bisbee Craft School currently offers 1 to 3 day art and craft workshops in Bisbee using local artists as teachers, and this calendar project goes along with their mission to promote Bisbee, Arizona as an art- and art- education destination, while also offering those who purchase the calendar the opportunity to get a rare glimpse into each of these different artist's worlds. The size of the audience of this project is expected to be in the hundreds and if financially viable, Bisbee Craft school intends to produce a different Bisbee art-based calendar every year. Marketing for the calendar will be done through social media and flyers around town, which we feel will be adequate for the first year.

See attached sheet for final paragraph of the project description.

Use additional sheets as needed for description.

Grants will be awarded based on the merit of the application as recommended by the majority of the members of the BAC. This recommendation will then be reviewed by the Bisbee City Council for final approval. Previous funding recipients must have their final report on file before a new application will be accepted. Questions, email Corinna Carbajal at the City of Bisbee, Community Development Department at ccarbajal@cityofbisbee.com or (520) 432-6016.

Project Description Continued

Our proposed deadline for the finished calendar will be Oct 1st, 2016, which will leave plenty of time to promote and sell the calendars before the beginning of the year. Initial printing number of the calendars will be 100, with the ability to easily and quickly print more thanks to online printing. This project intends to go forward regardless of funding from The Bisbee Arts Commission, but with their financial support we anticipate this project being much easier initially and we would appreciate the backing of the city in this endeavor.

Merit Based Art Funding Application

Name of Applicant: Karen Schumacher / Bisbee Craft School

PROJECT: 2017 Bisbee Artists Calendar

BUDGET - Please provide detail under each category that applies. Use additional sheets to add more rows and categories as is appropriate for your application.

Item Description	Total Cost	Amount requested from BAC	Amount from other Source	Name of other Source
Artists Fees	\$500	\$500		
(photographer fee)	0	0	0	
(design is in-kind)	0	0	0	
Artists Travel	0	0	0	
none needed	0	0	0	
	0	0	0	
Equipment	0	0	0	
none needed	0	0	0	
	0	0	0	
Marketing	\$30	0	\$30	
flyer cost	0	0	0	Bisbee Craft School
	0	0	0	
Space Rental	0	0	0	
none needed	0	0	0	
	0	0	0	
Supplies	\$995(100 count)	\$250	\$745	
Initial Calendar Print		0	0	Bisbee Craft School
www.adoramapix.com	0	0	0	
Other	0	0	0	
	0	0	0	
	0	0	0	
TOTAL	\$1525	\$750	\$775	

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, cancelled checks and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award.

I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

Funds received may be subject to 1099 tax reporting requirements.

Karen Schumacher

Typed or printed name


Signature

3/12/2016

Date

FINAL REPORT: This report must be submitted to the City of Bisbee within 30 days of project completion or prior to submitting any additional funding requests.

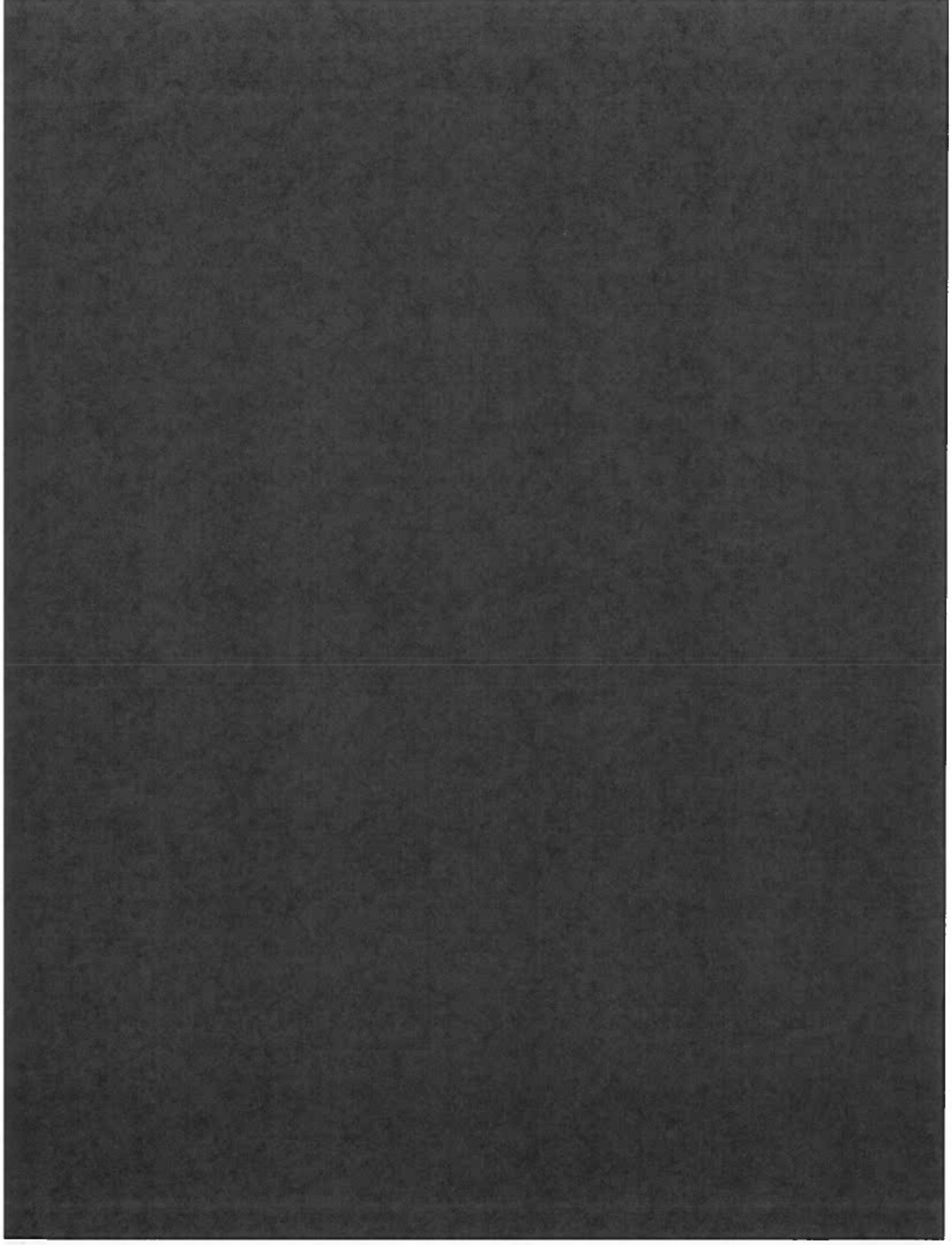
Recipient: _____

Project Name: _____

Amount Awarded: _____ Date Awarded: _____

Actual Costs: _____

Describe how your project met the goals outlined in your application. Describe any ways your project did not meet its goals and explain why:



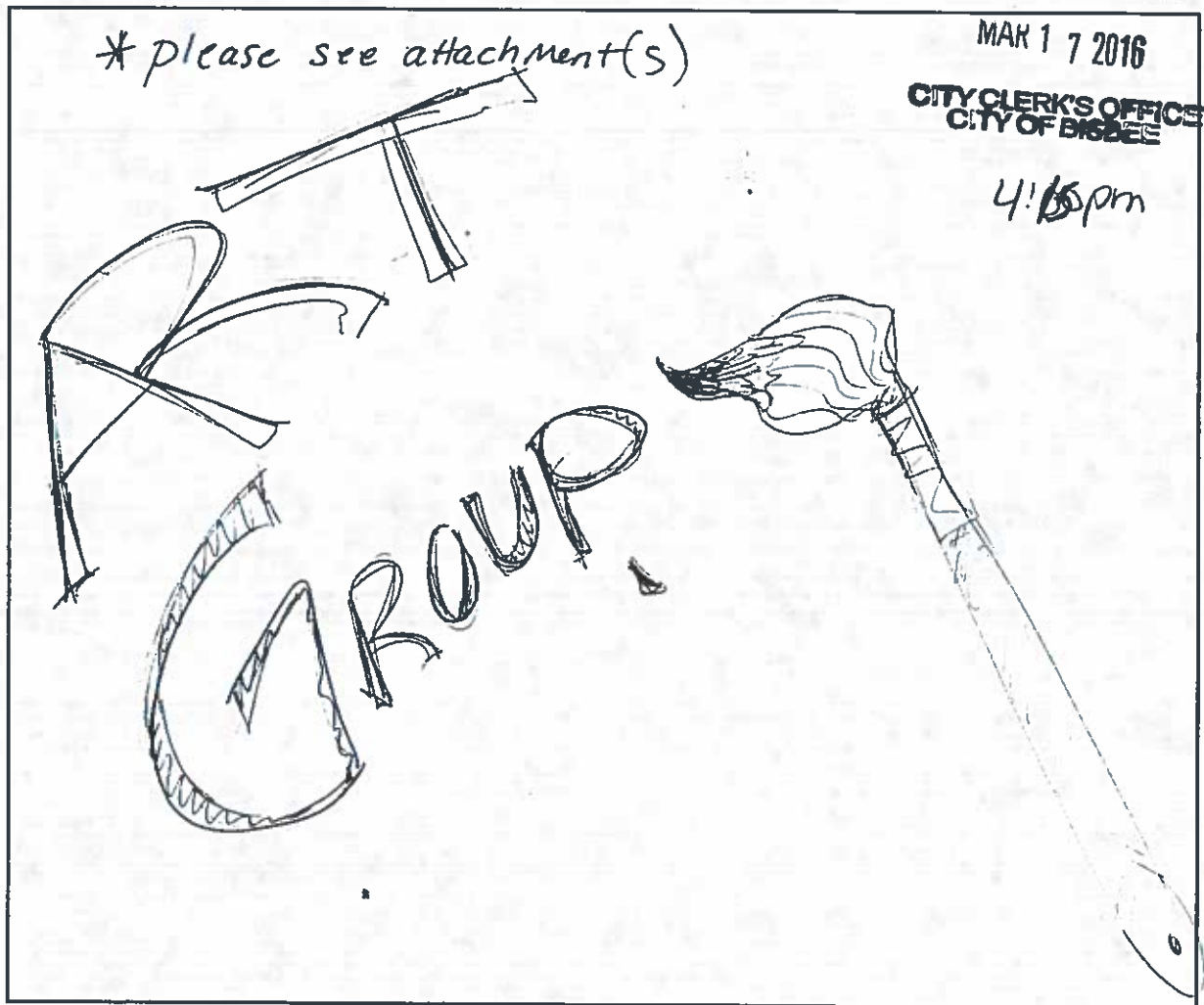
Merit Based Art Funding Application - You must bring 8 copies of all completed forms to be considered.

Name: Auber S. Wakeman Email Address: amberrabbit21@yahoo.com

Address: (home) 1A Temby Ave, Bisbee, (SHOP) 43 Brewery Gulch Ave.
OLD BISBEE

Numbers of Years Living in Bisbee: 5+ Phone: 520-432-5122

Project Description:



Use additional sheets as needed for description.

Grants will be awarded based on the merit of the application as recommended by the majority of the members of the BAC. This recommendation will then be reviewed by the Bisbee City Council for final approval. Previous funding recipients must have their final report on file before a new application will be accepted. Questions, email Corinna Carbajal at the City of Bisbee, Community Development Department at ccarbajal@cityofbisbee.com or (520) 432-6016.

Merit Based Art Funding Application

Amber S. Wakeman *amberrabbit21@yahoo *520-432-5122 *43 Brewery Gulch, Old Bisbee

ArtGroup: Dedicated to giving children the power to create and become the best community members of our future!

ArtGroup is fine art for children. Established in November 2015 and meeting every Second Saturday to participate in themed art activities such as mural painting, chalk pastel and paper-mache. The concept is to expose children of all ages to fine art concepts and materials; guiding them and directing their interests in art/abstract thinking and at the same time teaching character skills like respect and sharing.

The project has been successful thus far and the response from the community and support from the parents has been very positive. We have had about 7 (or so) events taking place at Framed in Bisbee where half of the space is dedicated to the children's art. Children of all ages, mostly 2-12 years old, have participated in various painting projects ranging from: painting creatively with acrylic paint and chalk pastel on matboard/foam core, an on-going mural within the shop depicting a story of children and animals dancing in a parade; painting on old shoes for a fun new look; painting on frames for holiday gifts, painting on chairs and tables and we have also hosted a few birthday parties where children were able to get their hands into paper-mache and make costumes out of boxes, then celebrate the remainder of the party with their parents and friends at City Park.

It has been fully rewarding to see these young artist come to life using their own imaginations and the materials I can provide them. Approximately 10 to 20 children participate on a regular basis and show a definite interest in attending future events. Most of the families are in the Old Bisbee or greater Bisbee area; although a few families from Serra Vista and Douglas have come a time or two. Once in- awhile we have a walk in family visiting Bisbee on vacation. Jamaica being the furthest so far! If granted funding ArtGroup could advertise in more places and reach even more children in other communities!

I have experimented with charging money for the programs. (5-10 dollars) Most events have been free, always accepting donations. This gives parents the freedom to pay what they can and most importantly gives EVERY child a chance to have art fun (not artwork). The picture frame shop/ gallery provides a wonderful back drop to the ArtGroup setting; Reminding kids of their own potential and inspiring new heights. The shop also gives freely matboard, foam board, and frames to the children so there is a constant supply of things to paint on. The frame shop also provides a space to host monthly events (although children are encouraged to come in throughout the rest of the month on their own to either finish up projects or start new ones

if they missed the Second Saturday event). My hope is that with more funding we can have paints and supplies more available for kids to drop in at their leisure to work. (I mean, have artfun!)

My background is in fine art and framing. I am an accomplished artist, selling a painting, a print or a greeting card on a regular basis. I am also mother to a child of my own who has been a huge inspiration in helping me develop this program. I have many creative ideas to further ArtGroup. One month's theme will be Totem -poll paper mache making, (children will chose an animal they identify with (or several) and create their own story using these and other objects. Several children can even create their own family totem, or community totem. Another idea is kid art shows. "Selfies" will fetcher all kids artwork and show their own nature with traditional portraiture, symbolic imagery, or story telling. Perhaps the child feels like a tree? The show will be an exceptional event for the families involved especially. The hope is to encourage children to be themselves and promote self-esteem by having their own kid art show. (Potential fundraiser) Another ArtGroup project I am forming is a community mural driven by the children. From beginning to end, the planning and the painting will be executed by the kids. Objective is to find a private homeowner willing and wanting to have a mural installed by Bisbee children and then to have the kids themselves participate in every aspect of the project. The older children will take a lead, although every child will have a say in aspects of the design and all will be able to paint and share their ideas. It's a lesson for us all, teaching far more than artist skills. Children will learn from the experience how to work together, include one another, value each other and also learn that art is more than just a pretty picture. An artist must be a respectable professional member of a group. And skills can be derived from the gift of leadership and creativity.

ArtGroup has no limits! The project is for the children of Bisbee and beyond. They are the inspiration and therefore I am open to their ideas and needs. Donations, from the frame shop, parents and the community has taken us this far and will continue. The children will also raise funds through the Kid's Art Show and other similar fundraiser events. City funding would certainly help to expand, enhance and ensure ArtGroup's continuation; which is dedicated to giving children the power to create and become the best community members of our future.

Thank you for your consideration. -Amber Spring Wakeman

Merit Based Art Funding Application

Project: ARTGROUP

Budget: The list below shows the expenses we may incur for ArtGroup and the item(s) needed. This project will continue with (or without) funding from the city, however it will be greatly enhanced with city funding. The budget that follows shows the estimated financial needs on a monthly basis and the estimated **total** for **one year** of activity. With donations from parents, community members and Framed in Bisbee assuming a portion or ALL of the funds needed.

Artists Fees 0

Artists Travels 0

Equipment: (folding chairs) \$40/ chair -walmart one time. **\$160**

Marketing: (flyers and newspaper ads) on going monthly \$30 **\$360**

Space Rental: (Framed in Bisbee) \$550/ month... half space for children \$225/month **\$2700**

Supplies: (Acrylic Paint of various types, brushes, paper, glue, other various art supplies) \$0-\$50/month ongoing basis... **\$300**

Other: (Snacks, smocks) \$10-\$20 monthly **\$180**

Total for One Year \$3,700

Merit Based Art Funding Application

Name of Applicant: Amber S. Wakeman

PROJECT: Art Group

BUDGET - Please provide detail under each category that applies. Use additional

sheets to add more rows and categories as is appropriate for your application. * Please See attachment.

Item Description	Total Cost	Amount requested from BAC	Amount from other Source	Name of other Source
Artists Fees	\$ 0.00	\$ 0.00	\$ 0.00	Framed in
	\$ 0.00	\$ 0.00	\$ 0.00	Bisbee /
	\$ 0.00	\$ 0.00	\$ 0.00	parent /
Artists Travel	\$ 0.00	\$ 0.00	\$ 0.00	community
	\$ 0.00	\$ 0.00	\$ 0.00	donations
	\$ 0.00	\$ 0.00	\$ 0.00	
Equipment	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	Please
Marketing	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	See
	\$ 0.00	\$ 0.00	\$ 0.00	ATTACHMENT
Space Rental	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Supplies	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Other	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, cancelled checks and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award.

I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

Funds received may be subject to 1099 tax reporting requirements.

Amber S. Wakeman
Typed or printed name

Amber S. Wakeman
Signature

3-17-2016
Date



CREATE. DRAW. PAINT. YOUR FAVORITE THINGS!

HEART

YOUR

FREE

WITH ART

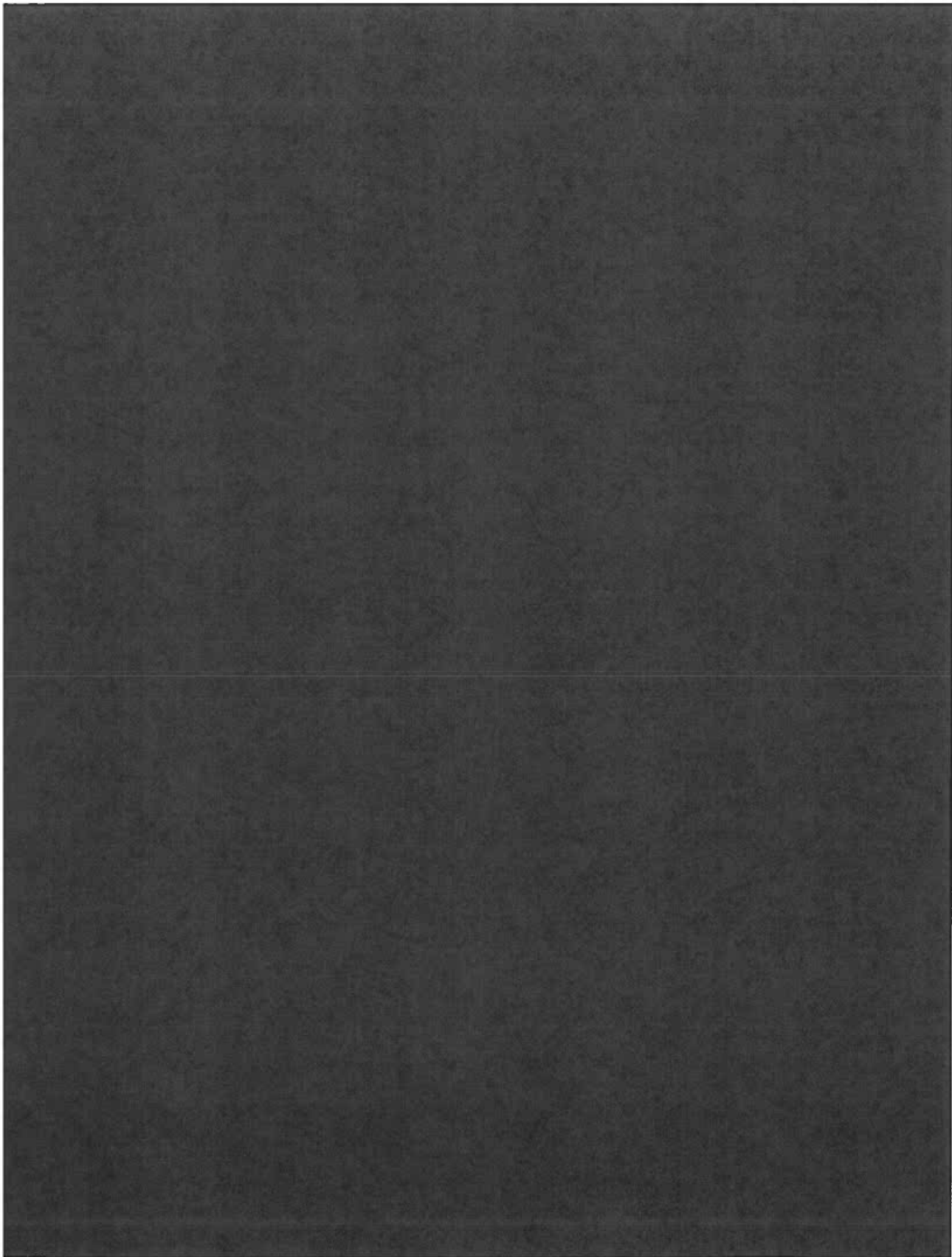
2012

10-12

SATURDAY 2.13.16 FREE FAMILY EVENT!



**FRAMED
IN BISBEE**
Custom Framing
432.5122
43 Brewery Gulch Ave.
Old Bisbee, AZ



Merit Based Art Funding Application - You must bring 8 copies of all completed forms to be considered.

Name: Chris Dietz/Monsters of Love Email Address: dietzfamily@cableone.net

Address: PO Box 1303 / 215 Herford Bisbee, AZ 85603

Numbers of Years Living in Bisbee: 30 Phone: 520-432-1700

Project Description: MAY Performance of Euripides' The Bacchae
The Bisbee Bacchae

In 2011, BAC awarded Monsters of Love--a poetry, no wave band, \$360.00 for equipment. Monsters of Love purchased mics, mic stands, and music stands with this grant. Since 2011 we have performed 7 times in & around Bisbee, with performances in Warren, San Jose, and up the Gulch. We are now planning for MAY a production of Euripides' The Bacchae, the classic tale of gender bending, substance abuse, and individuality. This marks a shift from Monsters of Love as a band to an ensemble of players. We require props, costumes, and electronics. We are readily supported by friends & fans, however at this time, we are asking for \$600.00 to complete our theatrical production. We have not had a classic Greek play in Biz for some time. This production will be readily available, open to all, for public access. Players plans on visiting the high school to demonstrate the power of Greek drama. This is a distinctly Bisbee project. The BAC grant will help tremendously.

Chris Dietz

Use additional sheets as needed for description.

Grants will be awarded based on the merit of the application as recommended by the majority of the members of the BAC. This recommendation will then be reviewed by the Bisbee City Council for final approval. Previous funding recipients must have their final report on file before a new application will be accepted. Questions, email Corinna Carbajal at the City of Bisbee, Community Development Department at ccarbajal@cityofbisbee.com or (520) 432-6016.

RECEIVED

MAR 16 2016

CITY CLERK'S OFFICE
CITY OF BISBEE

Merit Based Art Funding Application

Name of Applicant: Chris Dietz / Monsters of Love / the Bacchae

PROJECT: May Production of the Bacchae by Euripides

BUDGET - Please provide detail under each category that applies. Use additional sheets to add more rows and categories as is appropriate for your application.

Item Description	Total Cost	Amount requested from BAC	Amount from other Source	Name of other Source
Artists Fees	\$0.00	\$0.00	\$0.00	na
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Artists Travel	\$0.00	\$0.00	\$0.00	na
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Equipment	\$100.00	\$0.00	\$500.00	Musicians
Cords, programs	\$0.00	\$0.00	\$0.00	
musical instruments	\$0.00	\$0.00	\$0.00	
Marketing	\$50.00	\$0.00	\$50.00	in kind for MOL
posters	\$0.00	\$0.00	\$0.00	
copying	\$0.00	\$0.00	\$0.00	
Space Rental	\$200.00	\$0.00	\$200.00	MOL has been covering rental
Payate - 400	\$0.00	\$0.00	\$0.00	
Centers - 20	\$0.00	\$0.00	\$0.00	
Supplies -	\$150.00	\$0.00	\$150.00	MOL
banners, paint	\$0.00	\$0.00	\$0.00	
props	\$100.00	\$0.00	\$0.00	
Other Costuming	\$0.00	\$0.00	\$100.00	MOL
to gas	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
TOTAL	\$600.00	\$0.00	\$0.00	

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, cancelled checks and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award.

I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

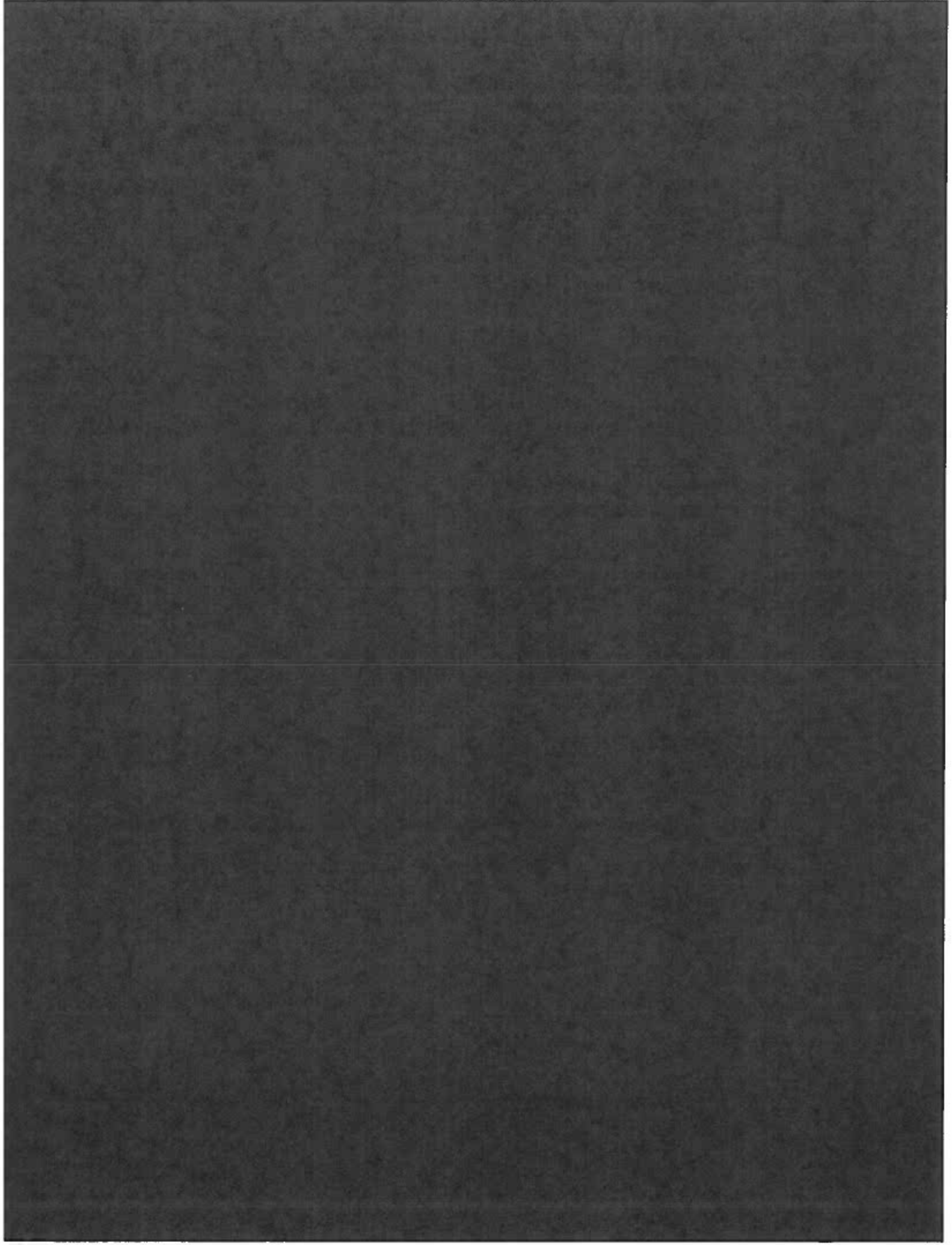
I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

Funds received may be subject to 1099 tax reporting requirements.

Chris Dietz
Typed or printed name

Chr Dietz
Signature

3-16-16
Date



Merit Based Art Funding Application - You must bring 8 copies of all completed forms to be considered.

Name: Central School Project Email Address: bisbeecsp@gmail.com

Address: CSP 43 Howell Ave PO Box Drawer H, Bisbee, AZ 85603

Numbers of Years Living in Bisbee: 32 Phone: (520) 432-4866

Project Description:

Central School Presents: Books and Music of the Border: A Reading and reception with Margaret Regan, Tucson author of "Detained and Deported: Stories of Immigrant Families Under Fire" joined by border singer-songwriter Pablo Peregrina. Pablo has written songs inspired by both of Margaret Regan's creative nonfiction books "Detained and Deported" and "Joseline".

Margaret Regan is the author of two books on immigration, "Detained and Deported: Stories of Immigrant Families Under Fire" (2015), which won a starred review in Publishers Weekly, and "The Death of Josseline: Immigration Stories from the Arizona Borderlands" (2010), named a Southwest Book of the Year and a Common Read for the Unitarian Universalist Church. "The Death of Josseline" has been assigned to students in many college classrooms. Both books are from Beacon Press. A longtime journalist in Tucson, Margaret started writing about the border in 2000.

Art events that show cross pollination between forms are valuable and exciting. It makes for a dynamic event and encourages multidisciplinary approach to artmaking. Non fiction writing, cultural history, ethnic studies, and music and songwriting would all be part of this event.

Central School Project is committed to programming arts and humanities events that are both relevant to our region, educational for our general public, and inspiring to the artists and writers who live and work in the area. The written word is a powerful art form and Bisbee and the surrounding area is home to many authors. Central School is committed to supporting poets and writers. We like to schedule at least 1 author event per year.

The event we are proposing would be held in our theater which seats 85 people. This event will be free to the public. We are confident that we can fill the house. It will be followed by a reception for the artists.

Use additional sheets as needed for description.

Grants will be awarded based on the merit of the application as recommended by the majority of the members of the BAC. This recommendation will then be reviewed by the Bisbee City Council for final approval. Previous funding recipients must have their final report on file before a new application will be accepted. Questions, email Corinna Carbajal at the City of Bisbee, Community Development Department at ccarbajal@cityofbisbee.com or (520) 432-6016.

Merit Based Art Funding Application

Name of Applicant: Central School Project (see attached)

PROJECT: Books and Music of the Border

BUDGET - Please provide detail under each category that applies. Use additional sheets to add more rows and categories as is appropriate for your application.

Item Description	Total Cost	Amount requested from BAC	Amount from other Source	Name of other Source
Artists Fees	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Artists Travel	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Equipment	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Marketing	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Space Rental	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Supplies	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
Other	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, cancelled checks and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award.

I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

Funds received may be subject to 1099 tax reporting requirements.

Laurie M McKenna

Typed or printed name

com.apple.idms.appleid.prd.55
376d344e3b554d4a506637775
35a6239665d456e413d3d
Date 03-16-16 14:05:28 EDT

Signature

03/16/2016

Date

 Executive Director Central School Project

Item Description	TOTAL COST	AMOUNT REQUESTED	AMOUNT FROM OTHER SOURCES
WRITER HONORARIUM	\$300.00	\$200.00	\$100.00
MUSICIAN FEE	\$150.00	\$150.00	0
Equipment	NA		NA
Marketing	\$130.00	\$30.00	\$100.00
Space Rental	NA		NA
Reception Supplies	\$70.00	\$70.00	0
Lodging	\$100.00	\$100.00	0
TOTAL	\$750.00	\$550.00	\$200.00

Funding Sources

BAC		\$550.00
United Way	awarded	\$100.00
CSP	Contributing IKS	\$100.00
TOTAL		\$750.00

**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: May 3, 2016

☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 27, 2016REGULAR ☒CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ORDINANCE ☐FORMAL ACTION ☒OTHER ☐**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL FOR AN INTRAGOVERNMENTAL AGREEMENT WITH COCHISE COUNTY FOR PLANNING SERVICES****FROM: Britt Hanson, City Attorney****RECOMMENDATION: Approval****PROPOSED MOTION: I move to approve the IGA between the City and Cochise County for the County to provide Planning Services to the City, when requested by the City****DISCUSSION:**

The City does not currently have a Community Development Director, a position that normally would handle City Planning and Zoning matters. Those duties have fallen to the City Building Inspector, Joe Ward. But it would be difficult for Mr. Ward, whose expertise is in building matters, to handle more complex planning and zoning matters. The purpose of the IGA is to enable the City Manager to call upon the County Community Development Department to perform planning and zoning services when he deems it necessary. As stated in the draft IGA, those services include: "The services to be provided by the County shall be limited to review of use applications, subdivision tentative and final plats, rezoning applications and specific plans for conformance with the City of Bisbee Zoning Code, the City of Bisbee Subdivision Code and the City of Bisbee General Plan." The cost of the services to the City is \$75/hour.

It appears that there is a planning and zoning matter on the near horizon in which those services will likely be needed.

FISCAL IMPACT: \$75/hour for the time County personnel spends on a planning and zoning matter.**DEPARTMENT LINE ITEM ACCOUNT:****BALANCE IN LINE ITEM IF APPROVED:**

Prepared by:


Britt Hanson
City Attorney

Reviewed by:


Justin Johnson,
City Manager

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF BISBEE AND
THE COUNTY OF COCHISE FOR PLANNING AND ZONING, SUBDIVISION
DEVELOPMENT, AND LONG RANGE PLANNING SERVICES**

This agreement is made and entered into this _____ day of _____, 2016, by and between the City of Bisbee, a municipal corporation of the State of Arizona, hereinafter referred to as "the City", and the County of Cochise, a political subdivision of the State of Arizona, hereinafter referred to as "the County", pursuant to the authority of A.R.S. § 11-952, et seq.

WHEREAS, the City is authorized to establish a planning agency with the powers necessary to enable it to administer and enforce its planning functions pursuant to A.R.S. § 9-461; and

WHEREAS, the City's planning agency has adopted a Zoning Code, a Subdivision Code and the City of Bisbee General Plan for long range planning; and

WHEREAS, the County has similar authorization to adopt Zoning Regulations, Subdivision Regulations and a Comprehensive Plan for long range planning within the unincorporated areas of the County, pursuant to A.R.S. §§ 11-804, 11-807, 11-811, and 11-821; and

WHEREAS, at certain times, due to the limited staff which the City has available for this work, the City is in need of assistance for the development and administration of zoning regulation, subdivision regulation, and long range planning services within the City of Bisbee; and

WHEREAS, pursuant to A.R.S. §§ 9-461, 11-803 and 11-952, the County and the City are authorized to enter into agreements such as this for the joint exercise of authority common to the parties and for the performance of services for each party; and

WHEREAS, the County has the resources available to assist the City in the performance of certain planning and zoning, subdivision development and long range planning services under the terms and conditions of the Agreement,

IT IS HEREBY AGREED THAT:

1. The County agrees to provide, subject to the availability of its resources and upon the request of the City, planning and zoning, subdivision development and long range planning services for the City of Bisbee to be performed by qualified County personnel.

The services to be provided by the County shall be limited to review of use applications, subdivision tentative and final plats, rezoning applications and specific plans for conformance with the City of Bisbee Zoning Code, the City of Bisbee Subdivision Code and the City of Bisbee General Plan. Planning and Zoning services will be provided when the City planning staff is unavailable or if requested in writing. The City shall provide the County with the City of Bisbee Zoning Code, the City of Bisbee Subdivision Code and the City of Bisbee General Plan

for use of County planners when requested in order that County staff can determine conformance with the duly adopted Bisbee Zoning Code, Subdivision Code and Bisbee General Plan, as currently in effect, or as amended from time to time.

This Agreement shall not obligate or authorize County personnel to take any regulatory action, in either an administrative or judicial forum, to enforce compliance with any such City regulation or code. The City shall retain the full responsibility for all such enforcement actions.

2. The City shall agree to monthly billings for any planning and zoning services or assistance conducted by County personnel at the rate of seventy five dollars (\$75.00) per hour with a one hour minimum including travel time to and from any location that is deemed necessary by County employees to fulfill the services in this Agreement. Travel distance will be measured from 1415 Melody Lane, Bisbee, the County buildings, to the site where the services are rendered. Mileage will be paid based upon the current federal government travel rate. The City will make all such payments within thirty (30) days of the receipt of an itemized bill for authorized services.

3. This Agreement shall become effective following its approval by both parties. It shall remain in effect for a term of one year following approval. Thereafter, this Agreement shall automatically be renewed for successive one-year terms, unless the Agreement is terminated earlier as provided in this Agreement.

4. This Agreement may be terminated, with or without cause, by either party upon written notification of intent to terminate provided not less than sixty (60) days prior to the effective date of such termination. This Agreement shall also be subject to termination pursuant to the provisions of A.R.S. § 38-511, which provides for termination of a contract in the event of certain conflicts of interest.

5. An employee of either party shall be deemed to be an "employee" of both public agencies while performing pursuant to the Agreement, for purposes of A.R.S. § 23-1022 and the Arizona Workers' Compensation laws. The primary employer shall be solely liable for any worker's compensation benefits which may accrue. Each party shall post a notice pursuant to the provisions of A.R.S. § 23-906 in substantially the following form:

All employees are hereby notified that they may be required to work under the jurisdiction or control or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or contract, and under such circumstances they are deemed by the laws of Arizona to be employees of both public agencies for purposes of workers' compensation.

6. To the fullest extent allowed by law, the City shall defend, hold harmless, and indemnify the County, its officers, agents and employees, from all claims, demands, suits, damages, and loss ("claims") which result from the negligence or intentional torts of the City, its agents, officers and employees, in the performance of this Agreement, but only to the extent that such claims arise from such negligence or intentional torts. To the fullest extent allowed by law, the County shall defend, hold harmless and indemnify the City, its officers, agents and employees, from all demands, suits, damages and loss ("claims") which result from the negligence or

intentional torts of the City, its agents, officers and employees, in the performance of this Agreement, but only to the extent that such claims arise from such negligence or intentional torts. The extent of the foregoing liabilities shall be limited to and determined by the respective fault of the parties, their officers, agents and employees, in comparison with others (including, but not limited to, the other party) who may have contributed to or in part caused any such claim to arise.

7. This Agreement shall be governed by the laws of the State of Arizona. The parties hereby agree that the venue for the resolution of any dispute under this Agreement shall be and shall remain in Cochise County.

APPROVED BY THE BOARD OF SUPERVISORS OF COCHISE COUNTY, ARIZONA,

this _____ day of _____, 2016.

ATTEST:

**COCHISE COUNTY BOARD OF
SUPERVISORS**

Arlethe G. Rios
Clerk of the Board

Patrick Call
Chair of the Board

APPROVED BY MAYOR AND COUNCIL OF THE CITY OF BISBEE, ARIZONA,

this _____ day of _____, 2016.

ATTEST:

CITY OF BISBEE

Ashlee Coronado
City Clerk

Ron Oertle
Mayor

ATTORNEY CERTIFICATION

The attached agreement, which is an agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the above-identified parties who have both authorized the County undersigned to review the Agreement and waived any conflict of interest in so doing.

APPROVED AS TO FORM this _____ day of _____, 2015.

By: _____
Britt Hanson
Civil Deputy County Attorney
Bisbee City Attorney

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: 5/3/16☒ Regular ☐ SpecialDATE ACTION SUBMITTED: 4/26/16REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL TO ENTER INTO A CONTRACT FOR ENGINEERING AND CONSTRUCTION SERVICES WITH ARMSTRONG CONSULTANTS, INC. FOR THE RUNWAY 35 PAPI PROJECT FOR THE BISBEE MUNICIPAL AIRPORT.

FROM: Andy Haratyk, Public Works Director

RECOMMENDATION: Recommend Approval.

PROPOSED MOTION: I move to enter into a contract for engineering and construction services with Armstrong Consultants, Inc. for the Runway 35 PAPI Project for the Bisbee Municipal Airport.

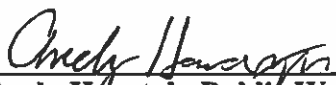
DISCUSSION: The Public Works Department recommends approval to enter into a contract with Armstrong Consultants, Inc. to provide engineering and construction services for the Runway 35 PAPI Project. On November 9, 2015 the Bisbee Airport Advisory Committee made a motion to recommend that the City of Bisbee proceed with the design, construction and implementation of the Precision Approach Path Indicator (PAPI) for the airport. For too many years the PAPI was left unrepaired after being damaged. The installation of this landing system will assist pilots as they approach the airport in making safe landings. The City of Bisbee's match amount is \$12,500.00. The total cost of this project is approximately \$182,500.

FISCAL IMPACT: \$182,500.00

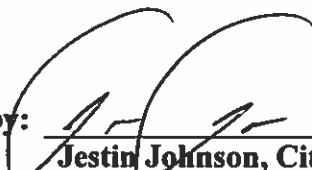
DEPARTMENT LINE ITEM ACCOUNT: 18-40-22520

BALANCE IN LINE ITEM IF APPROVED: \$182,500.00

Prepared by:


Andy Haratyk, Public Works
Director

Reviewed by:


Justin Johnson, City Manager

**TASK ORDER A
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED _____, 2016**

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on June 3, 2013, between **CITY OF BISBEE, ARIZONA (Sponsor)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Bisbee Municipal Airport, Bisbee, Arizona

3. **WORK PROGRAM** – Attached

Element 1 – Replace PAPI, Runway 35

4. **FEES** - The fees will be as noted below. (All lump sums)

Element 1 – Repackage Design	\$10,970.00
Element 1 – Bidding Services	\$3,980.00
Element 1 – Construction Period Services	
Construction Administration Services	\$10,160.00
Construction Inspection Services	\$7,920.00
Element 1 – Project Closeout	\$2,610.00
Engineering Total	\$35,640.00

5. **ATTACHMENTS** - Required Contract Provisions for A/E Contracts Under Airport Improvement Program

SPONSOR:
CITY OF BISBEE, ARIZONA

ENGINEER:
ARMSTRONG CONSULTANTS, INC.

Ronald Oertle, Mayor

Dennis Corsi, President

ELEMENT #1 REPLACE PAPI, RUNWAY 35

- This scope includes the costs associated with pulling the PAPI design out of the previously-completed AIP 11 design project and preparing the new standalone bid package for the PAPI. It also includes coordination for design review, bidding and construction services.

Estimated Construction Period is: 30 days¹

1) Should the Contractor exceed the specified construction period, additional construction period fees will be assessed at a rate of \$800/day. The Sponsor may offset these fees by charging the Contractor liquidated damages in accordance with the Contract Agreement and Special Provisions developed as part of the bid documents for the project.

I. REPACKAGE DESIGN

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to solicit competitive construction bids. Construction schedules will be coordinated around good weather conditions and as little as practical interference with airport operations.

Activities include:

1. Prepare Scope of Work and Contract.
2. Extract the PAPI design from the 2011 plan set and specifications, and create a new bid package.
3. Prepare Estimate of Probable Construction Cost for each Element. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.
4. Submit final CSPP by uploading it to the OE/AAA website. Alternatively, at the request of the FAA PM, the CSPP may be submitted directly to the FAA PM.
5. Prepare and submit 100% design construction plans, technical specifications, contract documents and special provisions to the FAA, ADOT MPD Aeronautics Group and Sponsor and solicit design review comments.
6. Incorporate 100% design review comments and respond as necessary to requests for additional information.
7. Prepare and submit final plans and specifications. Copies will be submitted to the FAA and Sponsor. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA and Sponsor's review. After final plan acceptance, plan sets will be provided to the FAA, ADOT MPD Aeronautics Group, and Sponsor.
8. Prepare and/or assist with necessary forms:
 - a. Sponsor Quarterly Report
 - b. Strategic Event Coordination Form
 - c. Standard Form 271
 - d. Standard Form 425

II. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Airport in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids.

Activities include:

1. Assist the Sponsor with advertising and interpretation of the project requirements. Plans and specifications will be available via the web site of Armstrong Consultants. The Sponsor and FAA will be given a hard copy set of the final plans, specifications and contract documents.
2. Provide technical assistance and recommendations to the Airport during construction bidding.
3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda.
4. Attend bid opening at the date and time agreed by the Sponsor.
5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter
6. Update preliminary Federal Grant Application prepared during Project Development phase based on bids. The Engineer will submit the application to the Sponsor for approval and signatures.
7. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

III. CONSTRUCTION PERIOD SERVICES

During the construction phase of the project, the Engineer will assist the Airport with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

A. Construction Administration Services

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review contractor's bonds, insurance certificates, construction schedules.
2. Provide Sponsor, ADOT MPD Aeronautics Group, FAA, and Contractor with copies of the Contract Documents, Specifications, and Construction Plans.
3. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.
4. Conduct pre-construction conference.
5. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the resident inspector and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.
6. Provide technical assistance and recommendations to the airport during construction.
7. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.
8. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and resident inspector. Engineer will prepare FAA payment documents for the Sponsor. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system.
9. Coordinate PAPI flight check.

B. Construction Inspection Services

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.
2. Provide a part-time representative to monitor and document construction progress for Element 1, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc while on-site. Assist the Sponsor with interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports.
3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA and Sponsor no later than the following week that the report refers to.
4. Conduct final project inspection with the Sponsor, FAA, ADOT MPD Aeronautics Group and the contractor. Any punch list items will be noted and coordinated with the contractor for necessary action

IV. PROJECT CLOSEOUT

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Prepare Summary of Tests report to document the acceptance testing performed on the project.
2. Update Airport Layout Plan, Sheet 2, to reflect as-built conditions.
3. Prepare record drawings, indicating changes made to the design during construction. The FAA, ADOT MPD Aeronautics Group and Sponsor will each receive a digital copy of the record drawings.
4. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance.
5. Assist Sponsor in preparing final SF425 and SF271 forms and grant closeout letter.

Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors

Table 1 – Applicability of Provisions

Provision	Dollar Threshold	Professional Services	Construction	Equipment	Property (Land)	Non-AIP Contracts	Check if included
a. <u>Access to Records and Reports</u>	\$ 0	REQD	REQD	REQD	REQD	n/a	x
b. <u>Buy American Preferences</u>	\$ 0	Limited	REQD	REQD	Limited	n/a	
(1) <u>Buy American Statement</u>	\$ 0	Limited	REQD	REQD	Limited	n/a	
(2) <u>Buy American – Total Facility</u>	\$ 0	Limited	REQD	REQD	Limited	n/a	
(3) <u>Buy American – Manufactured Product</u>	\$ 0	Limited	REQD	REQD	Limited	n/a	
c. <u>Civil Rights – General</u>	\$ 0	REQD	REQD	REQD	REQD	REQD	x
d. <u>Civil Rights - Title VI Assurances</u>	\$ 0	REQD	REQD	REQD	REQD	REQD	x
(1) <u>Notice - Solicitation</u>	\$ 0	REQD	REQD	REQD	REQD	REQD	x
(2) <u>Clause - Contracts</u>	\$ 0	REQD	REQD	REQD	REQD	REQD	x
(3) <u>Clause – Transfer of U.S. Property</u>	\$ 0	n/a	n/a	n/a	REQD	REQD	
(4) <u>Clause – Transfer of Real Property</u>	\$ 0	n/a	n/a	n/a	REQD	REQD	
(5) <u>Clause - Construct/Use/Access to Real Property</u>	\$ 0	n/a	n/a	n/a	REQD	REQD	
(6) <u>List – Pertinent Authorities</u>	\$ 0	REQD	REQD	REQD	REQD	REQD	x
e. <u>Disadvantaged Business Enterprise</u>	\$ 0	REQD	REQD	REQD	REQD	n/a	x
f. <u>Energy Conservation Requirements</u>	\$ 0	REQD	REQD	REQD	REQD	n/a	x
g. <u>Federal Fair Labor Standards Act</u>	\$ 0	REQD	REQD	REQD	REQD	REQD	x
h. <u>Occupational Safety and Health Act</u>	\$ 0	REQD	REQD	REQD	REQD	REQD	x
i. <u>Rights to Inventions</u>	\$ 0	Limited	Limited	Limited	n/a	n/a	
j. <u>Trade Restriction Certification</u>	\$ 0	REQD	REQD	REQD	REQD	n/a	x
k. <u>Veteran's Preference</u>	\$ 0	REQD	REQD	REQD	REQD	n/a	x
l. <u>Seismic Safety</u>	\$ 0	Limited	Limited	n/a	n/a	n/a	
m. <u>Copeland Anti-Kickback</u>	\$ 2,000	Limited	REQD	Limited	Limited	n/a	
n. <u>Davis Bacon Requirements</u>	\$ 2,000	Limited	REQD	Limited	Limited	n/a	
o. <u>Distracted Driving</u>	\$3,000	REQD	REQD	REQD	REQD	n/a	x
p. <u>Affirmative Action Requirement</u>	\$10,000	Limited	REQD	Limited	Limited	n/a	x
q. <u>Equal Employment Opportunity</u>	\$10,000	Limited	REQD	Limited	Limited	n/a	x
(1) <u>EEO Contract Clause</u>	\$10,000	Limited	REQD	Limited	Limited	n/a	x
(2) <u>EEO Specification</u>	\$10,000	Limited	REQD	Limited	Limited	n/a	x
r. <u>Prohibition of Segregated Facilities</u>	\$10,000	Limited	REQD	Limited	Limited	n/a	
s. <u>Recovered Materials</u>	\$10,000	Limited	REQD	REQD	Limited	n/a	
t. <u>Termination of Contract</u>	\$10,000	REQD	REQD	REQD	REQD	n/a	x
u. <u>Debarment and Suspension</u>	\$25,000	REQD	REQD	REQD	Limited	n/a	x
v. <u>Contract Work Hours and Safety Standards</u>	\$100,000	Limited	REQD	Limited	Limited	n/a	
w. <u>Lobbying Federal Employees</u>	\$ 100,000	REQD	REQD	REQD	REQD	n/a	x
x. <u>Breach of Contract</u>	\$150,000	REQD	REQD	REQD	REQD	n/a	x
y. <u>Clean Air/Water Pollution Control</u>	\$150,000	REQD	REQD	REQD	REQD	n/a	x

ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives, access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION to ENSURE EQUAL EMPLOYMENT OPPORTUNITY

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in percentage terms for the contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Timetables

Goals for minority participation for each trade: *[sponsor must insert established goal]*

Goals for female participation in each trade: 6.9%

These goals are applicable to all of the contractor's construction work (whether or not it is Federal or federally-assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs (OFCCP) within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated

starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

4. As used in this notice and in the contract resulting from this solicitation, the "covered area" is **City of Bisbee, Arizona**.

BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide [*Contractor* | *Consultant*] written notice that describes the nature of the breach and corrective actions the [*Contractor* | *Consultant*] must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the [*Contractor* | *Consultant*] must correct the breach. Owner may proceed with termination of the contract if the [*Contractor* | *Consultant*] fails to correct the breach by deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

TITLE VI SOLICITATION NOTICE:

The (**Name of Sponsor**), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

CLEAN AIR AND WATER POLLUTION CONTROL

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. § 740-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

DISADVANTAGED BUSINESS ENTERPRISES

Contract Assurance (§ 26.13) - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

Prompt Payment (§26.29) - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than {specify number} days from the receipt of each payment the prime contractor receives from {Name of recipient}. The prime contractor agrees further to return retainage payments to each subcontractor within {specify the same number as

above} days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the {Name of Recipient}. This clause applies to both DBE and non-DBE subcontractors.

RACE/GENDER NEUTRAL LANGUAGE

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the City of Bisbee to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

TEXTING WHEN DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 and involve driving a motor vehicle in performance of work activities associated with the project.

ENERGY CONSERVATION REQUIREMENTS

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201*et seq.*).

EQUAL OPPORTUNITY CLAUSE

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identify or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places,

available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION CONTRACT SPECIFICATIONS

1. As used in these specifications:

- a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
- b. "Director" means Director, Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, or any person to whom the Director delegates authority;
- c. "Employer identification number" means the Federal social security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941;

d. "Minority" includes:

- (1) Black (all) persons having origins in any of the Black African racial groups not of Hispanic origin);
- (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race);
- (3) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
- (4) American Indian or Alaskan native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

2. Whenever the contractor, or any subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

3. If the contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors shall be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each contractor or subcontractor participating in an approved plan is individually required to comply with its obligations under the EEO clause and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other contractors or subcontractors toward a goal in an approved Plan does not excuse any covered contractor's or subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The contractor shall implement the specific affirmative action standards provided in paragraphs 7a through 7p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered construction contractors performing construction work in a geographical area where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement nor the failure by a union with whom the contractor has a collective bargaining agreement to refer either minorities or women shall excuse the contractor's obligations under these specifications, Executive Order 11246 or the regulations promulgated pursuant thereto.

6. In order for the non-working training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees shall be employed by the contractor during the training period and the contractor shall have made a commitment to employ the apprentices and trainees at the completion

of their training, subject to the availability of employment opportunities. Trainees shall be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The contractor shall document these efforts fully and shall implement affirmative action steps at least as extensive as the following:

- a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the contractor's employees are assigned to work. The contractor, where possible, will assign two or more women to each construction project. The contractor shall specifically ensure that all foremen, superintendents, and other onsite supervisory personnel are aware of and carry out the contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
- b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.
- c. Maintain a current file of the names, addresses, and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source, or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the contractor by the union or, if referred, not employed by the contractor, this shall be documented in the file with the reason therefore along with whatever additional actions the contractor may have taken.
- d. Provide immediate written notification to the Director when the union or unions with which the contractor has a collective bargaining agreement has not referred to the contractor a minority person or female sent by the contractor, or when the contractor has other information that the union referral process has impeded the contractor's efforts to meet its obligations.
- e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the contractor's employment needs, especially those programs funded or approved by the Department of Labor. The contractor shall provide notice of these programs to the sources compiled under 7b above.
- f. Disseminate the contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.
- g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions including specific review of these items with onsite supervisory personnel such as superintendents, general foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the

time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the contractor's EEO policy with other contractors and subcontractors with whom the contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female, and community organizations, to schools with minority and female students; and to minority and female recruitment and training organizations serving the contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the contractor shall send written notification to organizations, such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer, and vacation employment to minority and female youth both on the site and in other areas of a contractor's workforce.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel, for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments, and other personnel practices do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are non-segregated except that separate or single user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisor's adherence to and performance under the contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations, which assist in fulfilling one or more of their affirmative action obligations (7a through 7p). The efforts of a contractor association, joint contractor union, contractor community, or other similar groups of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through 7p of these specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the contractor. The obligation to comply, however, is the contractor's and failure of such a group to fulfill an obligation shall not be a defense for the contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established. The contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, if the particular group is employed in a substantially disparate manner (for example, even though the contractor has achieved its goals for women generally,) the contractor may be in violation of the Executive Order if a specific minority group of women is underutilized.
10. The contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.
11. The contractor shall not enter into any subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.
12. The contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination, and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.
13. The contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.
14. The contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government, and to keep records. Records shall at least include for each employee, the name, address, telephone number, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.
15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program)

FEDERAL FAIR LABOR STANDARDS ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The [contractor | consultant] has full responsibility to monitor compliance to the referenced statute or regulation. The [contractor | consultant] must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

CERTIFICATION REGARDING LOBBYING

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

TERMINATION FOR CONVENIENCE (PROFESSIONAL SERVICES)

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

TERMINATION FOR DEFAULT (PROFESSIONAL SERVICES)

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

- a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:
1. Perform the services within the time specified in this contract or by Owner approved extension;
 2. Make adequate progress so as to endanger satisfactory performance of the Project;

3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice.

Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

- b) **Termination by Consultant:** The Consultant may terminate this Agreement in whole or in part, if the Owner:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
3. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror -

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R.; and

- c. has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- (1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
- (2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
- (3) who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 U.S.C. 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

Detailed Engineering Fee Breakout

AIRPORT: Bibbee Municipal Airport
LOCATION: Bibbee, AZ
ADOT GRANT NO.:
PROJECT DESCRIPTION: Replace Runway 35 PAPI

ACI PROJECT NUMBER: 136144
DATE: 4/12/16
REV. NO: NA

Note: This spreadsheet is provided to show how the lump sum totals for each phase have been established. The monthly billing will be a simple percentage of each phases total lump sum amount.

	Proposed Fee	Independent Fee Analysis	Negotiated Fee
1. REPACKAGE DESIGN	\$10,970.00		
2. BIDDING SERVICES	\$3,980.00		
3A. CONSTRUCTION ADMINISTRATION SERVICES	\$10,160.00		
3B. CONSTRUCTION INSPECTION SERVICES	\$7,920.00		
4. PROJECT CLOSEOUT	\$2,610.00		
CONSTRUCTION SERVICES - DIRECT SUBCONSULTANTS		\$0.00	\$0.00
TOTAL SUBCONSULTANTS	\$0.00	\$0.00	\$0.00
ACI 12% Overhead on Subconsultants	\$0.00		
TOTAL ENGINEERING SERVICES	\$35,640.00	\$0.00	\$0.00

I. REPACKAGE DESIGN

Item No.		Principal	Project Manager	Project Engineer	Senior Designer	Drafter	Clerical	Total Hours	Cost Summary
1.0	REPACKAGE DESIGN	\$232.00	\$164.00	\$127.00	\$118.00	\$97.00	\$84.00		
1.1	Prepare Scope of Work and Contract	0	4	2	0	0	0	6	\$910.00
1.2	Extract bid package from 2011 plan set and specs	0	1	6	0	6	6	19	\$2,012.00
1.3	Prepare Cost Estimate	0	1	2	0	1	0	4	\$515.00
1.4	Prepare and Submit CSPP	0	0	4	0	1	0	5	\$605.00
1.5	Prepare and Submit 100% set to FAA/ADOT	0	8	16	0	8	8	40	\$4,792.00
1.6	Address 100% Comments	0	2	2	0	2	2	8	\$944.00
1.7	Prepare final bid package	0	1	2	0	1	2	6	\$683.00
1.8	Prepare necessary forms	0	1	2	0	0	1	4	\$502.00
	Estimated Total Man-hours	0	18	34	0	19	19	92	
	Summary Costs	\$0.00	\$2,952.00	\$4,572.00	\$0.00	\$1,843.00	\$1,596.00		\$10,943.00
1.90	Reimbursables								
1.92	Miscellaneous	0	0	0	0	0	0	0.00	\$0.00
1.93	Auto Rental	0	0	0	0	0	0	0 Days	\$70.00
1.94	Mileage	0	36	0	0	0	0	36 MI	\$0.445
1.95	Pilot Time	0	0	0	0	0	0	0	\$70.00
1.96	C 182 Aircraft Miles	0	0	0	0	0	0	0	\$0.995
1.97	P 210 Aircraft Miles	0	0	0	0	0	0	0	\$0.995
1.98	Lodging and Per Diem	0	0	0	0	0	0	0 Days per day	\$0.00
1.99	Commercial Travel	0	0	0	0	0	0	0 Trips	\$400.00
	Total Project Development Phase:								\$10,979.02

Check: use \$10,970.00

II. BIDDING SERVICES

Item No.		Principal	Project Manager	Project Engineer	Senior Designer	Drafter	Clerical	Total Hours	Cost Summary
2.0	BIDDING SERVICES	\$232.00	\$164.00	\$127.00	\$118.00	\$97.00	\$84.00		
2.1	Assist Sponsor with Advertising	0	0	1	0	0	1	2	\$211.00
2.2	Provide Technical Assistance During Bidding	0	2	0	0	0	1	3	\$412.00
2.3	Attend and Assist with Pre-Bid Conference, Address RFI	0	4	4	0	0	1	9	\$1,248.00
2.4	Attend Bid Opening	0	0	3	0	0	1	4	\$465.00
2.5	Prepare Bid Abstract and Award Recommendation	0	0	2	0	0	1	3	\$338.00
2.6	Update FAA Grant based on bids	0	1	0	0	0	0	1	\$164.00
2.7	Assist with Award Notification, Return Bonds, and Review Bidding Documents	0	0	1	0	0	1	2	\$211.00
	Estimated Total Man-hours	0	7	11	0	0	6	24	
	Summary Costs	\$0.00	\$1,148.00	\$1,397.00	\$0.00	\$0.00	\$504.00		\$3,049.00
4.90	Reimbursables								
4.92	Miscellaneous (Printing, Copying & Mailing)		100					100.00	\$100.00
4.93	Auto Rental		0					0 Days	\$70.00
4.94	Mileage		84					84 MI	\$0.445
4.95	Pilot Time		4					4	\$70.00
4.96	C 182 Aircraft Miles		440					440	\$0.995
4.97	P 210 Aircraft Miles		0					0	\$0.995
4.98	Lodging and Per Diem		2					2 Days per day	\$82.00
4.99	Commercial Travel		0					0 Trips	\$400.00
	Total Bidding Services:								\$3,986.18

Check: use \$3,980.00

Detailed Engineering Fee Breakout

AIRPORT: Bibbee Municipal Airport
LOCATION: Bibbee, AZ
ADOT GRANT NO.:

ACI PROJECT NUMBER: 136144
DATE: 4/12/16
REV. NO: NA

III. CONSTRUCTION SERVICES

Item No.	CONSTRUCTION ADMINISTRATION SERVICES	Principal	Project Manager	Project Engineer	Senior Designer	Drafter	Clerical	Total Hours	Cost Summary
5A.0	(based on 30 day part-time inspection)	\$232.00	\$164.00	\$127.00	\$118.00	\$97.00	\$84.00		
5A.1	Coordinate Construction Agreement, Review Bonds, Certs, Construction Schedule, Notice to Proceed.	0	1	0	2	0	0	3	\$400.00
5A.2	Provide Parties with Contract Docs. etc.	0	0	2	0	0	2	4	\$422.00
5A.3	Review Contractor's Safety Plan Compliance Doc.	0	0	0	1	0	0	1	\$118.00
5A.4	Conduct Pre-Construction Conference	0	4	6	0	0	1	11	\$1,502.00
5A.5	Engineering Assistance on Contractor's Survey Control	0	0	1	0	2	0	3	\$321.00
5A.6	Provide Technical Assistance During Construction	0	10	7	0	0	4	21	\$2,865.00
5A.7	Prepare Change Orders and Supplemental Agreements	0	4	0	0	0	0	4	\$654.00
5A.8	Prepare and Confirm Pay Request and	0	0	4	0	0	0	4	\$508.00
5A.9	Coordinate PAPI flight check	0	8	4	0	0	0	12	\$1,820.00
	Estimated Total Man-hours	0	27	24	3	2	7	63	
	Summary Costs	\$0.00	\$4,428.00	\$3,048.00	\$354.00	\$194.00	\$588.00		\$8,612.00
5A.90	Fixed Fee/Reimbursables								
5A.92	Miscellaneous		0					0.00	\$0.00
5A.93	Auto Rental							0 Days	\$70.00
5A.94	Mileage		84					84 MI	\$0.445
5A.95	Pilot Time		12					12	\$70.00
5A.96	C 182 Aircraft Miles		592					592	\$0.995
5A.97	P 210 Aircraft Miles							0	\$0.995
5A.98	Lodging and Per Diem		1		0			1 Days per adot	\$82.00
Total Construction Phase Services									
Total Construction Administration Services:									\$10,160.42

Check: \$10,160.00
use

Item No.	CONSTRUCTION INSPECTION SERVICES	Principal	Project Manager	Project Engineer	Construction Supervisor	Resident Inspector	Clerical	Total Hours	Cost Summary
5B.0	(based on 30 day part-time inspection)	\$232.00	\$164.00	\$127.00	\$155.00	\$118.00	\$84.00		
5B.1	Review Submittals and Shop Drawings	0	1	4	0	0	0	5	\$672.00
5B.2	Provide Interim Inspection	0	6	6	0	0	0	12	\$1,746.00
5B.3	Prepare and Submit Weekly Inspection Reports	0	0	4	0	0	0	10	\$1,438.00
5B.4	Conduct Final Inspection	0	4	4	0	0	1	9	\$1,248.00
	Estimated Total Man-hours	0	11	18	4	0	1	34	
	Summary Costs	\$0.00	\$1,804.00	\$2,284.00	\$730.00	\$0.00	\$84.00		\$5,104.00
5B.90	Fixed Fee/Reimbursables								
5B.92	Miscellaneous		0					0.00	\$0.00
5B.93	Auto Rental							0 Days	\$70.00
5B.94	Mileage		126			1114		1240 MI	\$0.445
5B.95	Pilot Time		18					18	\$70.00
5B.96	C 182 Aircraft Miles		888					888	\$0.995
5B.97	P 210 Aircraft Miles							0	\$0.995
5B.98	Lodging and Per Diem					45		45 Days per adot	\$123.00
Total Construction Inspection Services:									\$7,922.36

Check: \$7,920.00
use

VI. Project Closeout

Item No.	PROJECT CLOSEOUT	Principal	Project Manager	Project Engineer	Senior Designer	Drafter	Clerical	Total Hours	Cost Summary
6.0		\$232.00	\$164.00	\$127.00	\$118.00	\$97.00	\$84.00		
6.1	Prepare Summary of Test Report								
6.2	Update ALP	0	1	1	0	1	0	3	\$388.00
6.3	Prepare Record Drawings	0	0	0	0	4	0	4	\$388.00
6.4	Prepare Final Engineers Report	0	2	8	0	0	0	10	\$1,344.00
6.5	Assist Sponsor in Preparing Final SF425, SF271, and Grant Closeout Letter	0	2	0	0	0	2	4	\$496.00
	Estimated Total Man-hours	0	5	9	0	5	2	21	
	Summary Costs	\$0.00	\$820.00	\$1,143.00	\$0.00	\$485.00	\$168.00		\$2,616.00
6.90	Fixed Fee/Reimbursables								
6.92	Miscellaneous		0					0.00	\$0.00
6.93	Auto Rental							0 Days	\$70.00
6.94	Mileage							0 MI	\$0.445
6.95	Pilot Time							0	\$70.00
6.96	C 182 Aircraft Miles							0	\$0.995
6.97	P 210 Aircraft Miles							0	\$0.995
6.98	Lodging and Per Diem							0 Days per adot	\$0.00

Total Project Closeout Services: \$2,616.00

Check: \$2,610.00
USE

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: May 3, 2016☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 27, 2016REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☒

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE LIBRARY MANAGER JOB DESCRIPTION

FROM: Jestin Johnson, City Manager

RECOMMENDATION: Approve the Library Manager Job Description

PROPOSED MOTION: I move that we approve the Library Manager Job Description.

DISCUSSION:

This agenda item was tabled during the February 2, 2016 City Council Meeting.

This agenda item was pulled during the February 16, 2016 City Council Meeting.

Currently, the city of Bisbee operates with (1.0) Library Director- Vacant, (1.0) Library Services Coordinator, (.5) Library Programmer- Recently Filled, and (.5) Library Assistant. In the case of creating a Library Manager position, I am asking the approval by Mayor and Council to consider creating this position due to the reality of library operations.

In the case of Bisbee, due to our budget constraints, patrons served, number of volunteers, and existing staff, the City would serve itself well by having a Library Manager, who has similar responsibilities as a Director, but still meets the Professional Exemption Test as outlined by the Fair Labor and Standards Act.

FISCAL IMPACT:**DEPARTMENT LINE ITEM ACCOUNT:****BALANCE IN LINE ITEM IF APPROVED:**

Prepared by:


Jestin Johnson, City Manager

Reviewed by:


Ashlee Coronado, City Clerk



Job Description
Library Manager

TITLE:	Library Manager	JOB CODE:	1810
DEPARTMENT:	Library	FLSA:	Exempt
SALARY RANGE:	\$24,542 - \$44,390	CLASSIFICATION:	Non-Classified
PREPARED:	January 2016	UPDATED:	January 2016

Summary: Under administrative direction, plans, organizes and directs the operations and staff of the Library; prioritizes and schedules major projects; and develops and manages the operating and grant budgets; serves as Librarian.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops and implements short and long term goals, objectives and policies for the Library; allocates resources to achieve these goals; schedules activities based on established priorities and community needs; ensures operations are in compliance with City policies and objectives.
- **Manages** Library operations; provides leadership, direction and coaching to employees; evaluates Library issues; determines and implements solutions; prioritizes and assigns tasks and projects; trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Responsible for volunteer management operations such as recruiting, training and overseeing volunteers.
- Develops and monitors Library operating and grant budgets; monitors and oversees departmental expenditures; prepares special and recurring reports, grants, proposals and contracts; recommends and implements changes to existing policies.
- Prepares quarterly and annual reports to the City and the State; maintains and analyzes operating statistics; updates programs to continually improve services to the patrons and the community.
- Manages and directs all of the Library's activities, including reference, circulation, collection development, cataloguing and community programs; oversees and approves special events, adult programs and children's activities.
- Researches funding opportunities for programs and facilities development; prepares and reviews grant requests and approves submittals as appropriate; oversees and performs grant reporting.
- Directs and provides reference services; responds to requests for information, researches questions, and provides general and complex information to the general public and library patrons.
- Selects and acquires materials to satisfy the informational and recreational needs of the patrons; manages and oversees collection development; responds to requests from the public for purchases; reviews materials for purchase; and approves additions and deletions to collection.
- Serves as liaison with the Friends of the Library Group and Library Advisory Board; provides and ensures a high level of customer service to patrons in specific and to the community in general.
- Coordinates operations with the Cochise County Library District and with other libraries in the County.
- Approves and accepts gifts and donations to the Library.
- Conducts analysis and determines programming changes as needed.

Job Description Library Manager

- **Oversees** programs to promote Library services to the community; reviews and authorizes all Library publicity.
- Oversees and maintains hardware, software, and website related to library network operations.
- Attends meetings on library and citywide issues relating to the library; represents department to internal and external agencies and professional associations.
- Performs and participates in special projects as assigned.
- Oversees Department of Corrections inmate labor.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- In depth knowledge of professional Library principles, practices and administration.
- In depth knowledge of Library programs and services.
- In depth knowledge of personal computers, standard business software and specialized software for library applications.
- In depth knowledge of City policies and procedures or equivalent knowledge of and experience in understanding and applying similar policies and procedures of another employer.
- In depth knowledge of management and supervisory principles, practices and methods.
- In depth knowledge of personnel training principles, practices and methods.
- In depth knowledge of budget administration methods and techniques.
- High level of knowledge of laws, regulations and procedures related to directing a DOC work crew or ability to obtain.
- High level of skill in effective oral and written communications.
- High level of skill in establishing and maintaining effective working relationships with City staff and the community.
- High level of skill in library collection development.
- High level of skill in developing, implementing and interpreting City personnel policies and procedures.
- High level of skill in conducting analysis, developing recommendations and preparing comprehensive reports.
- High level of skill in planning, developing and implementing Library policies, procedures and objectives.
- High level of skill in effectively supervising and delegating duties to assigned staff.
- High level of skill in resolving customer complaints and concerns.

Education, Experience, and Certifications:

- **Bachelor's Degree** and five (5) years library experience, including two (2) years in a supervisory capacity or an equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- State of Arizona class D driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approved by Mayor and Council on

DRAFT

AGENDA ITEM NUMBER 8**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: May 3, 2016☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 20, 2016REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐SUBJECT: **DISCUSSION AND POSSIBLE APPROVAL OF A LEASE AGREEMENT
RENEWAL WITH THE WOMEN'S TRANSITION PROJECT, INC**FROM: **Jestin Johnson, City Manager**RECOMMENDATION: **Approve**PROPOSED MOTION: **I move that we approve the Lease Agreement Renewal with the
Women's Transition Project, Inc.****DISCUSSION:**

The Women's Transition Project, Inc. has requested that we renew the Lease Agreement that the City first entered into in November 2003 and November 2011. The Agreement is for the use of a portion of property within the former Horace Mann Playground area and in the vicinity of its residential facility, to establish and maintain a garden. The garden area represents only a small, rectangular portion of land approximately 58'x104'x38'x101'. Please see attached Exhibit A.

FISCAL IMPACT: N/A**DEPARTMENT LINE ITEM ACCOUNT:** N/A**BALANCE IN LINE ITEM IF APPROVED:** N/A

Prepared by:


Britt Hanson
City Attorney

Reviewed by:


Jestin Johnson
City Manager

LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Agreement") is made and entered into as of this _____ day of _____, 2016, between the City of Bisbee, an Arizona municipal corporation, (hereinafter "the City") and the Women's Transition Project, Inc., an Arizona non-profit corporation (hereinafter "WTP").

Recitals:

- A. The City is the owner of certain real property locally known as the Horace Mann Playground, in the area of the City Pool, and in the vicinity of the WTP residential facility.
- B. WTP desires to lease an irregularly shaped portion of this property that has previously been leased by the City to the WTP for use as a garden plot. The Premises front on Higgins Avenue, with a street frontage of approximately fifty-eight (58) feet; a depth of approximately one hundred and four (104) feet along the northerly boundary; a width along the rear dimension of approximately thirty-eight (38) feet; and a southerly boundary of approximately one hundred and one (101) feet, back to the street frontage boundary, as depicted in attached Exhibit "A." The foregoing described property is hereinafter referred to as "the Premises."
- C. In consideration for the benefits to the City that will result from the WTP's usage of the Premises and the improvements to the health and wellbeing of City residents that will result from the programs provided by the WTP, including those at this site, the City is willing to lease the Premises to WTP, subject to the terms and conditions of this agreement.

NOW, THEREFORE, in consideration of the mutual promises expressed in this Agreement, the City and WTP agree as follows:

- 1. Lease. The City hereby leases the Premises to the WTP for a term of one (1) year. This Lease Agreement shall automatically renew for an additional one year term unless sooner terminated. Provided, however, that either party may terminate this Lease Agreement, even if automatically renewed, upon thirty (30) days written notice, with or without cause. The Premises are to be used only for the purpose of establishing and maintaining a garden of vegetables, herbs and ornamentals to be managed by or for the benefit of the participants in the Women's Transition Project.
- 2. Rent. As rent for the Premises, WTP shall pay the City one dollar (\$1.00) per year, with the first such payment due upon the City's approval of this Lease and the subsequent payment due upon this anniversary date in the following year.
- 3. Utilities. WTP shall be solely responsible for providing at its own costs any and all utility services necessary for its gardening activities, including but not limited to water and electric power.

4. Improvements. The Premises are provided AS IS, without any warranty that they are suitable for the purposes intended. WTP is not authorized to build or erect any structure on the Premises other than that which may be necessary for fencing, shade or storing tools. Prior to making any improvements, WTP must obtain the written approval of the City Manager, as well any permits or approvals that are required for such structures under the City's applicable codes and regulations. Upon termination of the Agreement, WTP shall remove, at its sole cost and expense, all such improvements, except those which the City, acting through the City Manager or his designee, has specifically designated for the City's retention.
5. Maintenance. WTP shall remove debris from the Premises and shall properly dispose of all such materials off-site. The Premises must be maintained in a neat and orderly manner at all times. Any compost materials or other organic materials that are to be used on the site must be properly maintained in a manner that will prevent them from causing any impacts to neighboring properties. It would be preferable if this garden is operated as an organic garden, but if that is not feasible, all non-organic materials that are used on the Premises must be used in a manner that is consistent with the labels on such materials and in a manner that does not cause any hazardous conditions. WTP shall comply with all rules, regulations and laws concerning its gardening activities and shall not keep or maintain anything considered hazardous on or about the Premises.
6. No assignment, subleasing or recording. WTP shall not assign or sublet the Premises. This agreement shall not be recorded.
7. Insurance. WTP shall provide upon the effective date of this Lease Agreement comprehensive general liability insurance covering the Premises and its activities on the Premises in an amount not less than \$1,000,000 per occurrence, with the City named as an additional insured.
8. Indemnification. The WTP shall defend, hold harmless, and indemnify the CITY, its officers, agents and employees from all claims, demands, suits, damages and loss, including attorney's fees (hereinafter "claims") which result from the negligence or intentional actions of the WTP, its agents, officers and employees, in the exercise of the rights granted under this Lease Agreement.

**CITY OF BISBEE, an Arizona
Municipal Corporation**

**WOMEN'S TRANSITION PROJECT,
an Arizona Non-Profit Corporation**

By: _____
Ron Oertle, Mayor

By: _____
Name/Title: _____

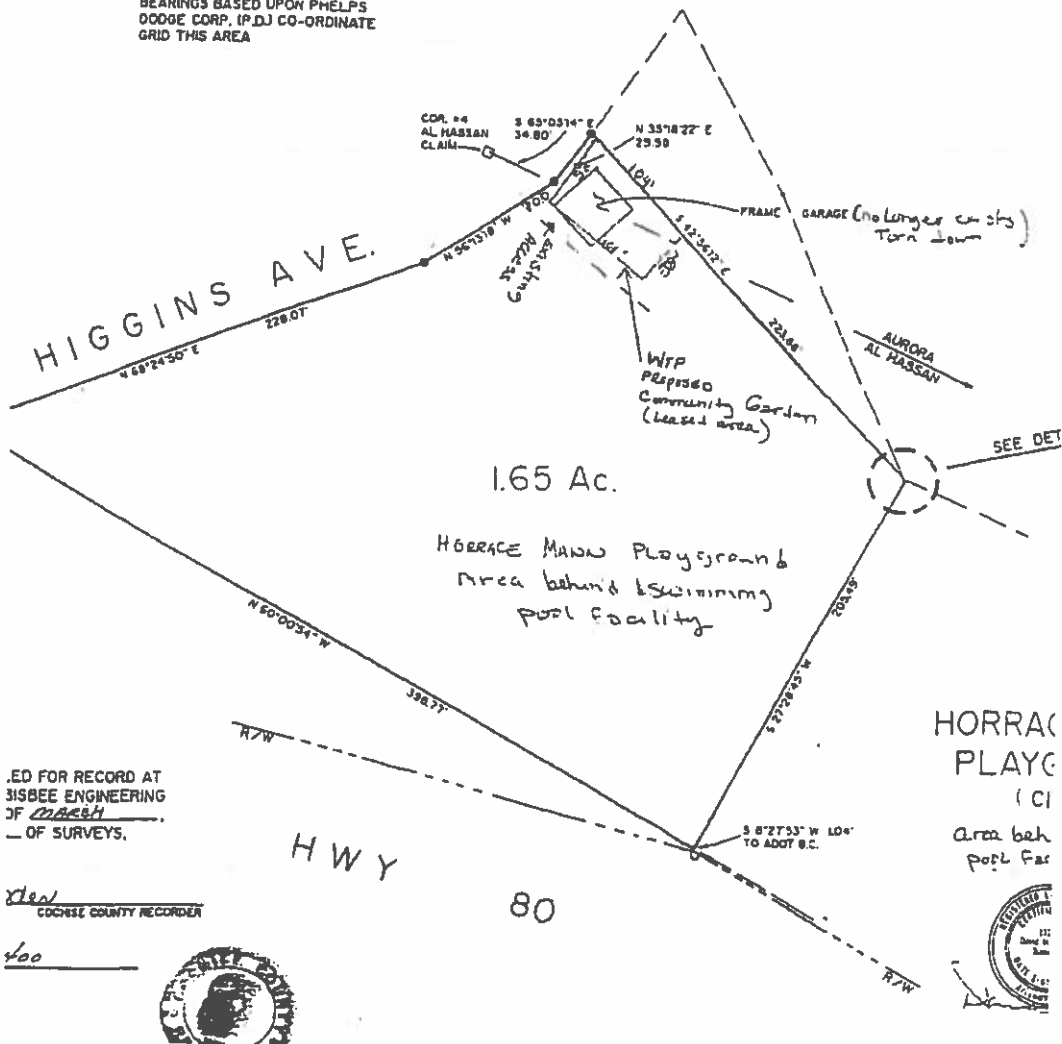
Exhibit A to lease Agreement of WTP Garden

LEGEND

- LS 11281 YELLOW CAP
- LS 11281 AL CAP

NOTE

BEARINGS BASED UPON PHELPS
DODGE CORP. IP DJ CO-ORDINATE
GRID THIS AREA





AGENDA ITEM NUMBER 9

REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 3, 2016

☒ Regular ☐ Special

DATE ACTION SUBMITTED: April 27, 2016

REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐

SUBJECT: DISCUSSION AND POSSIBLE APPOINTMENT BY MAYOR AND COUNCIL OF AN INTERIM CITY MANAGER

FROM: Ronald Oertle, Mayor

RECOMMENDATION: At Council's Discretion

PROPOSED MOTION: I move to Enter into Executive Session to discuss the possible appointment of an Interim City Manager Per ARS § 38-431.03(a)(1), the City Council may vote to go into Executive Session for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

DISCUSSION:

Per ARS § 38-431.03(a)(1), the City Council may vote to go into executive session for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:

Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by:

B
Britt Hanson
City Attorney